1. PURPOSE. This change transmits new and revised portions of the handbook.

2. EXPLANATION OF CHANGES. This is the second change to the 8700.1 handbook to use the Government Printing Office (GPO) typesetting program. Implementation of the typesetting program will eventually include the entire handbook. During the transition to a complete revision of the handbook, changes to the handbook will include some formatting differences. This change uses change bars to designate new or revised material. Significant areas of new direction, guidance, and policy included in this change are as follows:

a. The former volume 1, chapter 6, section 6, Inspection of Ultralight Vehicle Operations, was moved to volume 2, chapter 62.

b. Volume 2, chapter 1, section 3, paragraph 19, discusses engine shutdown on multiengine airplanes during practical tests.

c. Paragraphs in volume 2, chapter 6, were clarified.

d. The type rating chart in volume 2, chapter 9, was updated.

e. Parts of volume 2, chapter 15, were clarified and expanded.

f. Corrections were made in volume 2, chapters 143 and 144.

g. Program Tracking and Reporting Subsystem code numbers were corrected in volume 2, chapters 222 and 223.

3. DISPOSITION OF TRANSMITTAL. This transmittal is to be RETAINED AND FILED IN THE BACK OF THIS HANDBOOK until it is superseded by a new basic order.

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Director, Flight Standards Service

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Aviation Regulations (FAR), the Practical Test Standards (PTS), the operating limitations of the aircraft, and the procedures prescribed in the aircraft flight manual. Efforts to standardize testing procedures shall not result in procedures contrary to those specified by the flight manual. If an inspector becomes aware of a procedure in any aircraft flight manual which is potentially hazardous or contrary to Federal Aviation Administration (FAA) policies, the procedure should be brought to the attention of the appropriate Aircraft Certification Office (ACO) through regional channels.

B. When Tests May be Given. An inspector may administer airman certification practical tests only while on duty within the scope of the job description, and while being compensated by the FAA. Unless the approval of a supervisor is obtained, inspectors shall not administer tests while on other than normal duty.

C. Knowledge Test Reports. An inspector conducting a practical test shall note the failed areas coded on the applicant's knowledge test report to identify possible deficiencies which may affect the applicant's flight performance. Authorized instructors may endorse the knowledge test report form, attesting that an applicant has received instruction in areas missed on the test.

3. PRACTICAL TEST PREFLIGHT BRIEFING.

A. Preflight Briefings. To ensure the highest degree of safety during practical tests, the inspector must conduct a preflight briefing on safety procedures, duties, and responsibilities before each practical test.

(1) This briefing must be given regardless of the abilities of the crew members and their previous experience flying together.

(2) The briefing must inform all participants of their respective duties during the flight. This is particularly important in situations when many individuals are involved. For example, during a practical test in a turbojet aircraft requiring two pilots, when the practical test also involves an examiner candidate, up to four people may have responsibilities. The applicant for the certificate or rating and a qualified

(3) The preflight briefing must inform the participants in the practical test of the guidelines and standards the inspector or examiner intends to use to determine if the applicant has passed or failed the maneuver. This would include a discussion of the appropriate PTS standards, the circumstances under which maneuvers could be repeated (see paragraph 23), and other similar issues.

B. Safety Pilot. One person must be designated as safety pilot for the practical test, and must occupy a pilot station during the practical test. When an inspector occupies one of the pilot stations, the inspector may perform the role of safety pilot and must do so in certain circumstances (i.e., applicant under the hood). In cases when the inspector does not occupy a pilot station, then a qualified industry pilot must be designated safety pilot.

C. Safety Pilot Duties. The safety pilot must be briefed on his or her duties prior to the practical test. These duties include the following:

(1) physically intervening on the controls before a maneuver or procedure deteriorates to an unsafe level;

(2) ensuring overall safety of the flight to whatever extent necessary; and

(3) ensuring safety in whatever manner would be effective if a particular maneuver cannot be executed safely.

D. Inspector's Role. The inspector or examiner, when not occupying a pilot station, must rely on the safety pilot to interfere and override any decision by the inspector, examiner candidate, applicant, or other person if safety requirements demand it.

5. STRUCTURE OF THE PRACTICAL TEST.

The practical test consists of a demonstration of aeronautical knowledge and a demonstration of aeronautical skill or flight proficiency. The two demonstrations are not intended to be separate tests; rather, they should be conducted concurrently.

A. The Oral Portion. The demonstration of knowledge is sometimes referred to as the oral portion of the practical test, and generally consists of a ques-

sources.

(2) Maintaining an unintimidating atmosphere is important, since it allows the applicant to relax and ultimately improves performance. Care should be taken, however, not to give the applicant "ground school." If questions are consistently missed, or the applicant gives confused or unrelated answers, the examination must be ended and a Notice of Disapproval issued.

B. Group Testing. It has been customary to administer the oral portion of the practical test to applicants individually. This practice ensures confidentiality and allows the examiner to conduct the test as the situation requires. In some circumstances, however, it can be advantageous to administer the oral test to no more than two applicants simultaneously. When two applicants of similar backgrounds have trained in the same aircraft or training course and are being tested for identical certifications, simultaneous testing may be conducted if the applicants and examiner all agree to that method. Simultaneous testing helps ensure crew coordination and can enhance cockpit skills, furthering the team training concept.

C. The Flight Test. The demonstration of skill is the flight portion of the practical test, where the applicant demonstrates proficiency in the aircraft for which the certificate or rating is sought.

(1) FAR Part 61 and the PTS detail the specific objectives, tasks, operations, and expected results for the rating. If the applicant fails to perform any task to the standard, the applicant has failed that task and is not eligible for the certificate or rating until the failed task is passed on a subsequent test.

(2) The inspector, safety pilot, or applicant may discontinue the test at any time when failure of a required operation makes the applicant ineligible for the certificate or rating sought. If the test is discontinued, the applicant shall receive credit for only those pilot operations which were successfully performed. The applicant may also elect to continue the test, with the consent of the inspector, after failing a required item. The applicant will receive credit only for those operations which are satisfactory.

reexamine the applicant on all areas of operation and tasks required for that certificate or rating.

7. PREREQUISITES FOR PRACTICAL TESTS. To be eligible for a practical test, an applicant must meet the following prerequisites.

A. Knowledge Test Requirement. Unless otherwise stipulated in the current revision of FAA Order 8080.1, Conduct of Airmen Written Tests, the applicant must have passed any required knowledge test within the 24 calendar months preceding the practical test. An Airman Knowledge Test Report (AC Form 8080-2) must be presented to the inspector at the time of the practical test, with the following exceptions.

(1) When a student has graduated from a pilot ground school that holds examining authority, that student receives a graduation certificate that the FAA accepts as evidence of meeting the aeronautical knowledge requirements (FAA knowledge test) appropriate to the course. Such a graduation certificate is valid for 24 months from the date of graduation.

(2) When a graduation certificate is accepted in lieu of the FAA knowledge test, the inspector or designated pilot examiner (DPE) giving the practical test should make a notation to that effect on FAA Form 8710-1, Airman Certificate and/or Rating Application (figure 1-1). The graduation certificate is then returned to the applicant.

(3) The following are examples of the use of a Ground School Graduation Certificate (GSGC) issued under examining authority.

(a) When an applicant who holds a GSGC elects to complete flight training under FAR Part 61, that applicant must meet all the certification requirements of FAR Part 61; however, the GSGC is accepted in lieu of taking the FAA knowledge test for 24 months from the date of ground school graduation.

(b) When an applicant who holds a GSGC elects to complete training in an FAA-approved flight course without examining authority, that applicant must meet the testing requirements of FAR Part 61, except that the GSGC is accepted in lieu of the FAA

90 days, the applicant must meet all the requirements of FAR Part 61, except that the GSGC is accepted in lieu of the FAA knowledge test for 24 months from the date of ground school graduation.

B. Medical Certificate Requirements. An applicant for the original issuance of a pilot certificate must present a medical certificate appropriate to the pilot privileges being sought. Balloon and glider pilots need only certify that they have no known physical deficiencies that would impair their safe operation of aircraft. After certification, an individual may operate aircraft for which he or she is rated with a valid third-class medical certificate. Pilot privileges require an appropriate medical certificate, while aircraft ratings and limitations do not. The specific medical certificate required for each practical test is indicated in the specific chapter.

C. Documentation. Documentation must be presented by the applicant verifying that all aeronautical experience prerequisites have been met. This includes endorsements (if required) and a written record of ground and flight time. In addition, the applicant must present an appropriately completed FAA Form 8710-1, Airman Certificate and/or Rating Application.

9. PRACTICAL TEST STANDARDS. The FAA publishes PTS, which have replaced the previous Flight Test Guides. The FAR specify the areas in which knowledge and skill must be demonstrated by an applicant before a certificate can be issued. The PTS contain the specific tasks in which knowledge and competency must be demonstrated. When necessary, the FAA shall add, delete, or revise these tasks to enhance flight safety.

A. Practical Test Correlation to FAR Part 61. The pilot operations specified by FAR Part 61 for each grade of certificate are encompassed by the areas of operation and tasks contained in the PTS. The flight proficiency required by the FAR is stated in terms of pilot operations. The specific procedures and maneuvers used to ensure competence in the required pilot operations are detailed in the applicable PTS.

B. Public Availability. The public may purchase copies of the PTS from the U.S. Government Printing

preflight preparation and ending with the flight's conclusion.

(2) Practical tests must be conducted according to the requirements of the applicable PTS.

(3) The inspector should not allow the conduct of practical tests to evolve into a predictable pattern that can or will be recognized by students or instructors.

(4) Evaluation of an applicant's performance shall be based on the applicant's ability to satisfactorily meet the objectives of each required task. Figure 1-2 is an example of a task in the PTS.

11. SEGMENTED PRACTICAL TESTS (PLANNED). An inspector may be requested to conduct a practical test as a planned, segmented practical test. This normally involves conducting a practical test for a certificate or type rating for which an applicant attends a training center away from the home base. The applicant must first satisfactorily accomplish the oral portion, then the simulator portion, of the practical test as well as satisfactorily accomplish a portion of the practical test in the actual aircraft. The applicant has 60 days from the date the oral portion of the practical test was passed to accomplish the simulator and flight portions satisfactorily. The applicant is required to present documentation to substantiate that the oral portion was passed and identify the maneuvers and procedures tested during the simulator portion (if applicable). Inspectors should be aware that they may request the applicant to perform maneuvers which were completed satisfactorily during the simulator portion of the check.

13. CARRIAGE OF PASSENGERS DURING PRACTICAL TESTS. The practice of carrying persons other than those participating in the practical test is limited to individuals who have a legitimate interest in the practical test.

A. Authorized Persons. These individuals may include the following:

(1) persons preparing for a similar flight test;

(2) flight instructors assigned to similar flight training activities;

not involved in a flight training program, non-flying employees, or friends of the owner or operator.

C. Consent for Passenger Carriage. The carriage of authorized persons must have the consent of the owner/operator, the practical test applicant, and the inspector.

D. Additional Crewmembers. In some large aircraft, practical tests may include operations (such as simulated equipment failures or engine fires) which may divert the attention of both pilots. In such cases, the inspector shall request the applicant to provide a qualified observer in the cockpit to assist in maintaining a constant watch for other air traffic.

15. AIRCRAFT AND EQUIPMENT USED DURING PRACTICAL TESTS. FAR § 61.45 states that an applicant for an airman certificate or added rating must furnish an airworthy aircraft appropriate for the certificate or rating sought. This includes military aircraft or properly certificated aircraft of foreign registry.

A. Equipped for the Practical Test. The aircraft must have equipment for each pilot operation of the practical test. The equipment shall have no operating limitation which would prohibit the aircraft's use in any required pilot operation. The aircraft must have pilot seats with adequate visibility for safe operation and, when the inspector is in a jump seat, have cockpit and outside visibility adequate to evaluate the applicant's performance.

B. View Limiting Device. During the practical test for an instrument rating or other ratings requiring a demonstration of instrument proficiency, the applicant must provide equipment, satisfactory to the inspector, which prevents flight by visual reference.

C. Single Controls. At the discretion of the inspector, an aircraft furnished by the applicant may have a single set of flight controls. In this situation, the inspector observes the applicant from the ground or from another aircraft.

(1) Tests for the addition of aircraft class or type ratings to private and commercial pilot certificates ONLY."

D. Self-Launching Gliders. Aircraft which have been certificated as gliders with self-launching capability cannot be used for any airplane practical test, since there are no dual airplane-glider category designations. Inspectors can determine the category of an aircraft by examining the airworthiness certificate.

17. PRACTICAL TEST DISCONTINUATION. Environmental, mechanical, or personal situations can occur which cause the practical test to be discontinued. Should this occur, the inspector shall assure the applicant that he or she has not failed the practical test and shall attempt to reschedule the test as soon as possible. The most frequent reasons for discontinuance of a practical test are weather, unforeseen mechanical problems, and applicant incapacitation.

A. Weather. A test could be postponed by rapidly changing weather. For example, at the conclusion of the knowledge demonstration portion of the practical test, the inspector and the applicant may discover that lowered ceilings or visibility would preclude a safely conducted flight.

B. Mechanical Problems. The applicant may discover, during preparation for the flight portion of the test, a mechanical problem which would preclude safe conduct of the flight. For example, preflight examination could reveal that the wrong grade of fuel had been placed in the aircraft. In this case, an appropriate inspector should issue an aircraft condition notice or a Special Flight Permit to the owner/operator after inspection of the aircraft.

C. Medical Problems. The applicant or inspector could experience medical problems (e.g., severe headaches or sinusitis because of pressure changes) after the test has begun. The test should be discontinued immediately at either the applicant's or the inspector's suggestion.

D. Letter of Discontinuance. When a practical test is discontinued for reasons other than unsatisfactory performance, FAA Form 8710-1 and AC Form 8080-2 should be returned to the applicant. At that

resumed, the letter shall be forwarded to AFS-760 and made a part of the airman's certification file.

(3) When more than 60 days have elapsed since the original practical test, or if the inspector doubts the applicant's competence in areas for which the applicant received credit during a previous practical test, the inspector shall reexamine the applicant on any pilot operations required for that pilot certificate or rating.

19. ENGINE SHUTDOWN ON MULTIENGINE AIRPLANES DURING PRACTICAL TESTS.

A. Requirement to Simulate Engine Failure. Inspectors and examiners are required to simulate an engine failure when giving practical tests in multiengine airplanes to determine an applicant's ability to recognize a failed engine and to follow the prescribed checklist procedures while maintaining positive control of the airplane. Accidents that have occurred during some of these practical tests may have been caused by shutting off the mixture control to simulate an engine failure when in the traffic pattern at an airport. As a result of such occurrences, the National Transportation Safety Board (NTSB) has recommended that instructors and examiners substitute a reduction of power at altitudes below 3,000 feet above ground level (AGL) to simulate engine failure.

B. Procedures. Inspectors and examiners conducting practical tests in multiengine airplanes should discuss the method to be used in simulating an engine failure with the applicant before the test. Inspectors and examiners should use caution in shutting down an engine with the mixture control since in some engine installations, such action may preclude a timely engine restart or may damage the engine. In no case should the mixture control be used to simulate engine failure below 3,000 feet AGL. Rather, a reduction in power should be used to simulate an engine failure unless other procedures are recommended by the manufacturer. In such case, the inspector or examiner should discuss the manufacturer's recommended procedures with the applicant prior to the flight. It is the policy of the FAA that these recommended procedures be followed as prescribed.

a letter from the commanding officer or the operations officer of the military organization stating that the applicant is authorized to use the aircraft for a practical test from the FAA, and that all maneuvers required for the test are authorized to be conducted in the aircraft. Without the official, original letter accompanying the application, no part of the test (for example, oral, simulator check, or preflight operations) should be given.

B. Delineation of Responsibility. A clear understanding of responsibility among the inspector, district office manager, and the military organization must be maintained so that no question of accident or injury claim liability exists. The Federal Employees Compensation Act requires managers to certify whether an employee was on official government duty whenever a claim for an injury or death is submitted. Employee official travel must be identified by the date and time of its beginning and end. An FAA inspector must be on official FAA duty while conducting such practical tests.

C. Airline Transport Pilot (ATP) Practical Tests. An area of concern is the administration of an ATP certification practical test in a large aircraft for which there is no civil counterpart; for example, F-4, A-10, T-38. Current policy provides for inspectors to give such tests even though an aircraft type rating is not concurrently issued. Emphasis should be placed on ensuring that the aircraft is properly equipped to perform all flight maneuvers and that all equipment is functional before flight. Additionally, the aircraft must be properly equipped for the inspector; for example, jump seat, communications panel, oxygen provisions. At the conclusion of the flight test, the inspector should enter the appropriate category or class rating on the certificate with any appropriate limitation, such as center thrust only, visual flight rules (VFR) only, etc.

D. Examiners. DPE's who are asked to conduct practical tests in military aircraft should follow the above guidelines.

E. Center Thrust Limitation. A certificate issued for a multiengine class or type rating based on a prac-

listed below, and for which there is no published data on minimum controllable airspeed, are also restricted to center line thrust only.

(a) C-336 Cessna Skymaster

(b) C-337 Cessna Super Skymaster

(c) T-2B/C Rockwell Buckeye

(d) T-37 Cessna 318

(e) T-38 Northrop Talon

(f) F-4 McDonnell-Douglas Phantom

(g) F-111 General Dynamics F111

(h) F-18A Northrop/McDonnell-Douglas Hornet

(i) A6-E Grumman American Intruder

(j) A-10 Fairchild Republic Thunderbolt II

(k) F-15 McDonnell-Douglas Eagle

(3) The center thrust restriction is not placed on the airman certificate when the airplane has a V_{mc} established in its type certificate data sheet or published in the approved flight manual.

(4) If the holder of a certificate with the center thrust restriction can show that the limitation was issued in error, the limitation can be removed upon reapplication. A new temporary airman certificate is issued without the center thrust limitation.

(5) Aircraft models may be added or deleted from the above list as necessary. Any questions about other aircraft which might require a center thrust limitation should be directed to FAA Headquarters, General Aviation and Commercial Division, Airman Certification Branch, AFS-840, through appropriate channels.

(6) In the case of an applicant who requests issuance of a multiengine class or type rating in an aircraft not listed above and for which the manufacturer has not provided evidence of a V_{mc}, the inspector shall forward all available data to FAA Headquarters, General Aviation and Commercial Division, AFS-800, procedure necessary to modify the originally planned maneuver.

B. Collision Avoidance. Inspector intervention on the flight controls to avoid another aircraft which the applicant could not have seen due to position or other factors.

C. Misunderstood Requests. Legitimate instances when applicants did not understand an inspector's request to perform a specific maneuver. An applicant's failure to understand the nature of a specified maneuver being requested is not grounds for repeating a maneuver.

D. Other Factors. Any condition under which the inspector was distracted to the point that he or she could not adequately observe applicant performance of the maneuver (radio calls, traffic, etc.).

25. ACCIDENTS AND INCIDENTS DURING PRACTICAL TESTS.

A. Inspector's Responsibilities. In the event that an accident or incident should occur during a practical test, the inspector must the follow prescribed procedures in chapters 167 and 168 of this Order. The safeguarding of lives and property should be the highest priority following an accident or incident.

B. Additional Procedures. In addition to the procedures in chapters 167 and 168, the inspector must observe the following procedures in the event of an accident or incident during a practical test:

(1) Do not make any statements to investigators, such as NTSB representatives, other inspectors, FAA attorneys, or reporters as to the course or circumstances of the accident/incident without clearance from the FAA Litigation Division, AGC-400.

(2) Refer reporters, if any, to the FAA Office of Public Affairs.

(3) Call AGC-400 as soon as practical after involvement in an accident/incident.

(4) Call the Regional Communications Center as soon as practical after involvement in an accident or incident.

☐ Flight Instructor ____ Initial ____ Renewal ____ Reinstatement ☐ Additional Instructor Rating ☐ Ground Instructor
☐ Medical Flight Test ☐ Reexamination ☐ Reissuance of ____ Certificate ☐ Other ____

A. Name (Last, First, Middle)	B. SSN (US Only)	C. Date of Birth Mo. Day Year	D. Place of Birth
Buford, Ronald Rudyard	123-45-6789	02-13-46	Oshkosh, WI

E. Address (Please See Instructions Before Completing)	F. Nationality (Citizenship) Specify	G. Do you read, speak and understand English?
7375 Red Greenway	☒ USA ☐ Other ____	☒ Yes ☐ No

City, State, Zip Code	H. Height	I. Weight	J. Hair	K. Eyes	L. Sex
Indianapolis, WI 37877	74 in.	190 Lbs.	Brown	Blue	☒ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate?	N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued
☒ Yes ☐ No	Student	BB07138	06-15-94

Q. Do you hold a Medical Certificate?	R. Class of Certificate	S. Date Issued	T. Name of Examiner
☒ Yes ☐ No	3rd Class	06-15-94	John Smith, MD

U. Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances ☐ Yes ☒ No — V. Date of Final Conviction

W. Glider or Free Balloon Pilots only: *Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon.* Signature — X. Date

II Certificate or Rating Applied For on Basis of:

☐ **A. Completion of Required Test**
1. Aircraft to be used *(if flight test required)* — 2a. Total time in this aircraft ____ hours — 2b. Pilot in command ____ hours

☐ **B. Military Competence Obtained in**
1. Service — 2. Date Rated — 3. Rank or Grade and Service Number
4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.

☒ **C. Graduate of Approved Course**
1. Name and Location of Training Agency or Training Center: Wingover Academy — 1a Certification Number: AE-142
2. Curriculum From Which Graduated: Private Pilot — 3. Date: 08-28-95

☐ **D. Holder of Foreign License Issued By**
1. Country — 2. Grade of License — 3. Number
4. Ratings

☐ **E. Completion of Air Carrier's Approved Training Program**
1. Name of Air Carrier — 2. Date — 3. Which Curriculum ☐ Initial ☐ Upgrade ☐ Transition

III Record of Pilot time *(Do not write in the shaded areas.)*

	Total	Instruction Received	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instruction Received	Night Take-off/ Landing	Night Pilot in Command	Night Take-off/ Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
Airplanes	65	25	40	35	0	10	20		5	10	28	6	6					
Rotor-craft																		
Gliders																		
Lighter than Air																		
Training Device Simulator																		

IV Have you failed a test for this certificate or rating? ☐ Yes ☒ No **Within the Past 30 days?** ☐ Yes ☒ No

V Applicant's Certification — I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: *Ronald Rudyard Buford* Date: 09-18-95

FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	#RTE		RATING (1)

FAA Form 8710-1 (7-92) Supersedes Previous Edition

Air Agency's Recommendation

The applicant has successfully completed our Private Pilot course, and is recommended for certification or rating without further written test.

Date	Agency Name and Number	Official's Signature / Title
08-28-95	Wingover Academy AE-142	Signature: John J. Green Title: Chief Instructor

Designated Examiner's Report

- ☐ Student Pilot Certificate Issued *(Copy attached)*
- ☐ I have personally reviewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of FAR 61 for the pilot certificate or rating sought.
- ☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.
- ☐ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.
  - ☐ Approved—Temporary Certificate Issued *(Copy Attached)*
  - ☐ Disapproved—Disapproval Notice Issued *(Copy Attached)*

Location of Test (Facility, City, State)	Duration of Test: Ground	Simulator	Flight

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)

Date	Examiner's Signature	Certificate No.	Designation No.	Designation Expires

Evaluator's Record For Airline Transport Certificate/Rating Only

	Inspector	Examiner	*Signature*	Date
Oral	☐	☐		
Approved Simulator/Training Device Check	☐	☐		
Aircraft Flight Check	☐	☐		
Advanced Qualification Program	☐	☐		

Inspector's Report

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

☒ **Approved**—Temporary Certificate Issued ☐ **Disapproved**—Disapproval Notice Issued

Location of Test *(Facility, City, State)*	Duration of Test: Ground	Simulator	Flight

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)

- ☐ Student Pilot Certificate issued
- ☐ Examiner's Recommendation
  - ☐ ACCEPTED ☐ REJECTED
- ☐ Reissue or Exchange of Pilot Certificate
- ☐ Special medical test conducted—report forwarded to Aeromedical Certification Branch, AAM-130

- ☐ Certificate or Rating Based on
  - ☐ Military Competence
  - ☐ Foreign License
  - ☐ Approved Course Graduate
  - ☐ Other Approved FAA Qualification Criteria
  - ☐ Certificate Issued
  - ☐ Certificate Denied

- ☐ Instructor ☐ Flight ☐ Ground
  - ☐ Renewal ☐ Approved
  - ☐ Reinstatement ☐ Disapproved
- **Instructor Renewal Based on**
  - ☐ Activity ☐ Training Course
  - ☐ Acquaintance ☐ Test

Training Course (FIRC) Name	Graduation Certificate No.	Date

Date	Inspector's Signature	FAA District Office

Attachments:

- ☐ Student Pilot Certificate (copy)
- ☐ Report of Written Examination
- ☐ Temporary Pilot Certificate (copy)

☒ Airmans Identification (ID)

Form of ID: Driver's License

Number: 123-45-6789

Expiration Date: 01/96

- ☐ Notice of Disapproval
- ☐ Superseded Pilot Certificate
- ☐ Answer Sheet Graded
- ☐ Answer Sheet Graded (Foreign Instrument)

*U.S. GPO: 1993 J-769-399

3. TEMPORARY AIRMAN CERTIFICATES. A temporary certificate should be issued by the inspector each time a pilot certificate is issued or amended. When an applicant has met all requirements for a certificate or rating, the inspector, who conducted the practical test, prepares FAA Form 8060-4.

A. Duration. Temporary airman certificates are valid for 120 days after the date of issuance. This time period is based on the workload of the Airmen Certification Branch, AFS-760, in Oklahoma City, Oklahoma.

(1) If, after 120 days the permanent certificate has not been received, the airman may be issued another temporary certificate but only by an inspector. If a pilot certificate is delayed at a district office for the correction of errors or otherwise until the temporary certificate has less than 30 days of validity, the inspector who forwards the file shall, at that time, issue a new temporary certificate for an additional 120-day period. A temporary certificate shall not be reissued in the field without prior clearance from AFS-760. This is to preclude the inadvertent extension of a temporary certificate which was improperly issued, or issued to a person subject to a stop order.

(2) If an examiner issued the original FAA Form 8060-4, the inspector must telephone the examiner whose name appears on the original temporary certificate to verify that the certificate was issued. The reissued temporary certificate shall have the new date of issuance and any limitations placed on the original temporary certificate.

(3) A reissued temporary certificate is also valid for 120 days. If further delay occurs, the airman should contact the nearest district office before the expiration date on the temporary certificate. The district office shall query AFS-760 on the status of the permanent certificate.

B. Field Issuance. An inspector "in the field" who has no access to a typewriter may issue a handwritten temporary pilot certificate provided the inspector prints all necessary information legibly. The hand-

(2) In Section III, the inspector enters either the applicant's social security number (SSN) or the superceded airman certificate number, as appropriate.

(a) The airman knowledge test, airman certification and/or medical certification forms provide a space for an applicant to furnish his or her SSN.

(b) Disclosing the SSN information is optional. When it is furnished, enter the applicant's SSN, without dashes or spaces, in Block III of FAA Form 8060-4 as the certificate number.

(c) If an applicant does not wish to disclose the SSN, no attempt shall be made to secure the number and the word "PENDING" should be entered in Block III in lieu of a certificate number.

(d) The following are exceptions:

i. Flight instructor certificates shall be assigned the same number as the corresponding pilot certificate with the suffix, CFI.

ii. An applicant who previously held an airman certificate of the same category which expired or was revoked, may be issued the same certificate number, on request, if the applicant presents proof of the previous certificate.

(e) For the reissuance of certificates, the previously assigned certificate number shall continue to be shown in Block III. Enter the applicant's SSN, without dashes or spaces, on FAA Form 8060-4 immediately above the date of birth. This number shall subsequently appear on the permanent airman certificate above the date of birth. If no SSN is provided by the applicant, make no entry above the date of birth. An airman certificate may be reissued when an airman requests that a certificate number correspond with the airman's SSN. The FAA Form 8060-4, FAA Form 8710-1, Airman Certificate and/or Rating Application, and the superseded airman certificate must be forwarded to AFS-760 for processing. A change of number may also be made when the certificate is being reissued for another reason.

(3) In Section IV, the inspector enters the airman's name exactly as it appears on the application.

(7) FAA Form 8060-4 does not have a section numbered VIII.

(8) In Section IX, the inspector indicates the type of pilot certificate, i.e., private, commercial, airline transport.

(9) FAA Form 8060-4 does not have a section numbered XI.

(10) In Section XII, the inspector lists the ratings associated with the certificate.

(11) In Section XIII, the inspector indicates any limitations associated with the certificate or rating.

(12) The inspector checks the appropriate box for either original issuance or reissuance of the certificate grade. If an airman certificate has been superseded, the inspector enters the date the superseded certificate was issued.

(13) In Section X, the inspector indicates the date of issuance and signs the certificate. The inspector also indicates the acronym of the district office, including the region. "Designation Expiration" dates do not apply to inspectors.

(a) Inspectors should sign in ink on both the original and the carbon of the temporary certificate, and their names should be typed (or printed legibly) beneath the signature.

(b) The applicant should sign in ink on both the original and the carbon copy of the Temporary Airman Certificate.

D. Use of More than One FAA Form 8060-4 for Multiple Ratings. If an applicant qualifies for more ratings and limitations than can be properly placed on one FAA Form 8060-4, more than one form can be used. Each certificate should fully identify and describe the holder and bear a notation showing the number of forms comprising the complete certificate (figure 1-6).

E. Limitations. Because of specific operating conditions, pilot certificates may bear certain limitations. The airman may not perform the operation being limited until satisfactorily demonstrating the ability to only person who can remove an English language limitation.

(a) A flight test is not normally required for removal of an English language limitation unless the inspector feels it is necessary for the airman to demonstrate the ability to communicate with and understand the instructions of air traffic control in an actual flight situation.

(b) If the inspector chooses not to conduct a flight test, the inspector should take the applicant to as private an area as possible, away from an instructor or friends, who may have accompanied the applicant, to prevent "coaching."

(c) Through directed conversation the inspector should be able to determine how well the applicant understands and speaks English. Answers to questions about the applicant's place of birth, length of stay in the U.S., or aeronautical experience should be logical and related. Presence of a pronounced accent, as long as the person can be understood, is not sufficient reason for denial of removing the limitation.

(d) To determine the airman's ability to read and understand English, the inspector should provide the airman with a random selection from a book, magazine, or newspaper, not necessarily aviation-oriented. Usually, if the person can read aloud without significant hesitation or slowness, the person is comprehending what is read, but the inspector may want to ask questions about what has been read to determine comprehension.

(e) When the airman successfully demonstrates the ability to read, speak, and understand English, the inspector shall issue the airman a temporary airman certificate with appropriate category and class ratings but without the previous limitation. Additional information is found in section 10, Miscellaneous Certification Information, of this chapter.

(2) The pilot certificate of a glider pilot shall bear a limitation depending upon the launch capability (or capabilities) the pilot demonstrates during a practical test.

	AERO	GROUND*	SELF
"AERO TOW ONLY"	X		
"GROUND TOW ONLY"		X	
"SELF LAUNCH ONLY"			X
NO LIMITATION	X	X	X
NO LIMITATION	X	X	

*Ground tow: Winch launch, vehicle launch (automobile tow), or pulley launch.

(b) Under current regulations any person with a glider rating, regardless of the tow demonstrated, automatically has self-launch privileges. However, inspectors shall encourage glider pilots who have not demonstrated self-launch proficiency to obtain a flight check in accordance with Advisory Circular 61-94, Pilot Transition Course for Self-Launching or Powered Sailplanes (Motorgliders). An applicant may have a glider tow limitation removed after presenting an FAA Form 8710-1 that was endorsed by an appropriately rated flight instructor and satisfactorily completing an appropriate practical test for removal of the glider tow limitation.

(3) The certificates of hearing-impaired and/or speech-impaired airmen should bear the limitation, "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO." Airmen who regain their hearing or speech can have this limitation removed by passing a special medical flight test given by an inspector. (See volume 2, chapter 27, Conduct a Special Medical Flight Test.)

F. Disposition of File.

(1) Inspectors should have the applicant review the information on the temporary airman certificate to ensure accuracy.

(2) The certification file, particularly the temporary airman certificate should be thoroughly reviewed for correct wording of limitations. The inspector must make sure of the following.

(a) No privileges have been removed.

(b) No authorizations have been issued for which applicant is not eligible or on which he or she has not been tested.

(3) As a reminder, the inspector must keep in mind what ratings the applicant walked in with, what is being applied for, and what ratings should be issued upon successful completion of any required tests, for example:

Applicant Has	Applying For	Should Get
ATP-AMEL Commercial Privileges ASEL Private - Glider B-747, CE-500 VFR Only	Commercial-Glider	ATP-AMEL Commercial - ASEL, Glider B-747, CE-500 VFR Only

(4) Questions concerning ratings and limitations that are not addressed in this order should be directed to the regional office or AFS-760.

(5) The inspector completes the inspector's certification on the application only after he or she is satisfied that the applicant is qualified, the certificate and ratings have been properly issued, and the file is accurate and complete. AFS-760 returns files containing errors or discrepancies to the endorsing inspector for amendment or correction.

(6) When an inspector determines that the applicant meets all eligibility requirements and the applicant passes the practical test, the inspector issues a temporary certificate with appropriate category and class ratings and any necessary limitations.

(7) The inspector may endorse the airman's logbook and returns his or her medical.

(8) The inspector forwards the completed FAA Form 8710-1, the original of the temporary pilot certificate, the knowledge test report, and the superseded

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

iii. CERTIFICATE NO.

THIS CERTIFIES THAT IV.

V.

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
	IN.					

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

RATINGS AND LIMITATIONS

XII.

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☐ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE

X. SIGNATURE OF EXAMINER OR INSPECTOR

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.

DATE DESIGNATION EXPIRES

vii. AIRMAN'S SIGNATURE

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. 526033300

THIS CERTIFIES THAT IV. JOHN (NMN) DOE
V. 10301 E. MOUNTAIN VIEW DRIVE
MURPHY'S BROUGH, TN 86901

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
02-13-46	72 IN.	200	BROWN	BROWN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE & MULTIENGINE LAND
ROTORCRAFT - HELICOPTER
INSTRUMENT AIRPLANE & HELICOPTER
GLIDER

Card 1 of 2

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 01-25-94

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 07-21-95

X. SIGNATURE OF EXAMINER OR INSPECTOR James E. Smith
JAMES E. SMITH

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. ASO FSDO 04

DATE DESIGNATION EXPIRES --

vii. AIRMAN'S SIGNATURE John Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO.: 526033300

THIS CERTIFIES THAT IV. JOHN (NMN) DOE
V. 10201 E. MOUNTAIN VIEW DRIVE
MURPHY'S BROUGH, TN 86901

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
02-13-46	72 IN.	200	BROWN	BROWN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS

XII. LIGHTER-THAN-AIR FREE BALLOON, LIMITED TO HOT AIR BALLOONS WITH AIRBORNE HEATER

CE-500

XIII. Card 2 of 2

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE: 01-25-94

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: 07-21-95

X. SIGNATURE OF EXAMINER OR INSPECTOR: James E. Smith
JAMES E. SMITH

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: ASO FSDO 04

DATE DESIGNATION EXPIRES: --

vii. AIRMAN'S SIGNATURE: John Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

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tory in the demonstration of knowledge, skill, or both areas, the practical test should be terminated and the applicant informed of the reasons for the termination. The knowledge and skill demonstrations cannot be considered as separate entities. If either aspect is considered unsatisfactory, the applicant has failed the entire practical test; however, the inspector may give credit for operations which were passed. The inspector or examiner should complete the information in the appropriate sections of FAA Form 8710-1, Airman Certificate and/or Rating Application, and prepare FAA Form 8060-5 in duplicate.

A. Preparation of FAA Form 8060-5. Sections of FAA Form 8060-5 are not numbered, but with reference to figure 1-7, these instructions can be followed.

(1) Enter the name and address of the applicant as they appear on the application.

(2) Indicate the certificate or rating sought during the practical test.

(3) Check the "Practical" box if there were unsatisfactory items on either the knowledge or skill portions.

(4) Record the aircraft used for the test and the flight time in that aircraft as indicated in the applicant's logbook. The time is categorized as pilot-in-command (PIC), solo, instrument, and dual.

need not be recorded, except on the flight instructor's practical test.

(b) List the deficiencies which caused the practical test failure and the number of practical test failures by the applicant for this certificate or rating in any available space on the Notice of Disapproval of Application.

(c) An applicant for retesting should receive credit for those areas of operation successfully completed, in their entirety, on the previous practical examination. However, an inspector must re-examine the applicant on all areas of operation required for a pilot certificate or rating after an extended period of time (more than 60 days) or when the inspector has reason to doubt the applicant's competence in areas for which credit has previously been given.

(6) The inspector dates and signs the FAA Form 8060-5 and enters the district office acronym.

B. Disposition of File. If the inspector determines that the applicant has failed the practical test, the inspector issues a Notice of Disapproval of Application to the applicant and returns the applicant's medical and knowledge test report. Forward the completed FAA Form 8710-1 and FAA Form 8060-5 to AFS-760. A copy of the Notice of Disapproval of Application may be provided to the flight instructor or certificated pilot school involved.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM UPON APPLICATION FOR REEXAMINTION

NAME AND ADDRESS OF APPLICANT	CERTIFICATE OR RATING SOUGHT
JAMES RONALD DONE 408 JACKSON HEIGHTS COURT LITTLE ROCK, ARKANSAS 77117	AIRLINE TRANSPORT PILOT

On the date shown, you failed the examination indicated below:

☐ FLIGHT ☐ ORAL ☒ PRACTICAL

AIRCRAFT USED *(Make and Model)*	FLT. TIME RECORDED IN LOGBOOK		
	PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL
GRUMMAN G-159	2000	500	200

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

[List each area of operation failed by number from the appropriate Practical Test Standards. Also indicate the number of test failures.]

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.
09/22/95	John H. Ayres	ASW FSDO 07

FAA Form 8060-5 (5-80)

[PAGES 1-33 THRU 1-34 RESERVED]

- High Performance Airplane Competency Check
- Instrument Competency Check
- Pilot Proficiency Check for aircraft requiring more than one pilot

3. INSPECTOR PARTICIPATION. The flight reviews and competency checks listed above are required by FAR Part 61 and are usually conducted by certificated flight instructors, designated pilot examiners, or pilot proficiency examiners. If, however, a pilot has obtained a flight review or competency check and, in that pilot's opinion, the outcome of the check was not satisfactory, the pilot may request a flight review or competency check from another instructor, an examiner, or an Federal Aviation Administration (FAA) inspector. If an inspector conducts the flight review or competency check and finds the pilot does not meet the standards for the original issuance of the pilot certificate or ratings that the pilot holds, the inspector should request the pilot to appear for a subsequent re-examination practical test. In this event, the inspector should follow the guidelines in chapter 26, Conduct a Re-Examination Test of an Airman under Section 609 of the FA Act.

5. APPLICATION FOR A FLIGHT REVIEW OR COMPETENCY CHECK. Inspectors shall require airman applying for any proficiency review or competency check to complete the top portion of FAA Form 8410-1, Airman Proficiency/Qualification Check (figure 1-8). Maneuvers listed on the form that are not applicable to the review given (e.g., a flight review for a visual flight rules (VFR) only pilot would not include "Instrument Procedures") would not be graded; the boxes would be left blank. The FAA Form 8410-1 should be kept in the appropriate district office file. Copies can be provided to employers, if applicable, or to the airman.

7. COMBINING FLIGHT REVIEWS AND COMPETENCY CHECKS. A pilot may elect to combine required flight reviews and checks. For example, a pilot who satisfactorily demonstrates competency in an aircraft requiring more than one pilot (FAR § 61.58) may also use this demonstration to meet the flight review requirement of FAR § 61.56. for a type rating.

9. EVALUATING THE FLIGHT REVIEW. The word "satisfactory" is used under FAR § 61.56 even though a flight review is not considered to be a practical test. The term is used only to provide the person giving the flight review a minimum standard on which to base judgement and comment as described in the regulation. If a pilot is denied a satisfactory endorsement for flight review, the pilot may continue to exercise certificate privileges provided the time period prescribed by the FAR has not elapsed since the last flight review. However, if the review has been conducted by an inspector, the pilot would not be able to exercise the certificate privileges until successfully completing a re-examination practical test under Section 609 of the FA Act.

11. LENGTH OF REVIEW. A flight review consists of the general operating and flight rules of FAR Part 91 and those maneuvers and procedures that are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot certificate. There are no specific requirements for the particular items or maneuvers to be reviewed. These matters are left to the discretion of the person giving the flight review.

A. Minimum Training Time. The flight review consists of a minimum of 1 hour of ground instruction and 1 hour of flight instruction, except as provided for in FAR § 61.56(d) and (e). A flight review may require more than 1 hour of ground instruction and 1 hour of flight instruction to complete a flight review. The FAR do not restrict the review to the minimum hour requirement. The person conducting the review determines whether more than 1 hour of flight and 1 hour of ground instruction are required for the review, depending on the experience and skills of the applicant.

B. Current Flight Instructor. Since an approved flight instructor refresher clinic (FIRC) contains a review of the general operating and flight rules of FAR Part 91, a person holding a current flight instructor certificate need not accomplish the 1 hour of ground instruction. However, the 1 hour of flight instruction is still required.

[insert number as it appears on the airman certificate] HAS SATISFACTORILY COMPLETED A [type of review or competency check] ON [date] IN A [type of aircraft].

B. Logbook Endorsement When Unsatisfactory. If, in the opinion of the person conducting the flight, the pilot has not accomplished a flight review satisfactorily, that person shall endorse the pilot's logbook only to indicate the training received. There is no provision in the regulation for the failure of a flight review; therefore, there should be no logbook endorsement reflecting a failure.

15. RECENT INSTRUMENT EXPERIENCE, FAR § 61.57(e). FAR § 61.57(e)(1)(i) states that no person may act as pilot-in-command (PIC) under instrument flight rules (IFR) or in weather conditions less than the minimums prescribed for VFR unless that person has, within the past 6 calendar months, logged at least 6 hours of instrument time under actual or simulated IFR conditions. At least 3 hours must be in flight in the category of aircraft involved. This 6 hours of instrument time must include at least six instrument approaches of any kind. A pilot may also meet the recency of instrument experience requirements by passing an instrument competency check in the category of aircraft involved given by an FAA inspector, a member of the Armed Forces of the United States authorized to conduct tests in military aircraft, an FAA-approved check pilot, or a certificated instrument flight instructor.

A. Failure to Meet Instrument Currency. A pilot not meeting the instrument recency of experience requirement may not exercise the privileges of the instrument rating until the requirements are met. If the pilot fails to meet this recency of instrument experience for a period of 1 year, the pilot must pass an instrument competency check in the category of aircraft involved.

B. Instrument Competency Check. An instrument competency check must be accomplished in a category of aircraft in which the pilot is rated and shall consist of one or all of the procedures and maneuvers from the instrument pilot practical test standards as selected by the person conducting the competency check.

C. Competency Check Unsatisfactory. If, in the opinion of the person conducting the instrument competency check, the pilot has not performed satisfactorily, no logbook endorsement is required. Flight instructors should be aware that the regulations do not provide for the failure of an instrument competency check; therefore, persons conducting instrument competency checks should not endorse a pilot's logbook to reflect failure. If the instrument competency check was overdue, the pilot shall not conduct IFR operations until an instrument check is satisfactorily accomplished.

D. Ground Trainers or Simulators. Any FAA inspector may, at the request of the pilot involved, authorize the use, or partial use, of an instrument round trainer or simulator that meets the requirements of FAR § 141.41(a)(2) for all or part of the instrument competency check only.

17. HIGH PERFORMANCE AIRPLANE CHECK, FAR § 61.31(e). If a pilot has not logged flight time as a PIC of a high-performance airplane before November 1, 1973, the pilot must receive flight instruction from an authorized flight instructor in such an airplane and have an instructor endorse the logbook to the effect that the pilot is competent to operate a high performance airplane. For the purposes of this requirement, a high performance airplane is one that is powered by more than 200 horsepower, or has retractable landing gear, flaps, and a controllable pitch propeller, regardless of the horsepower.

19. SELF-LAUNCHING OR POWERED SAILPLANE FLIGHT CHECKS. Self-launching sail planes, powered sailplanes, motorized sailplanes or motorgliders have become an increasingly common and popular type of vehicle for use in aviation sport flying. Under current regulations, a glider pilot is limited to the types of launch demonstrated during the certification practical test. Appropriate limitations, if any, are placed on the pilot certificate when it is issued. However, there are no provisions, nor are any intended, for the issuance of a powered glider rating.

SATURN CORP	YOUNGSTOWN, OHIO	DOUGLAS DC-3
NAME OF CHECK AIRMAN		BLOCK TIME 1.8 hr

FLIGHT MANEUVERS GRADE (S–Satisfactory U–Unsatisfactory)

PILOT

S – SATISFACTORY U – UNSATISFACTORY
W – WAIVER (See Appendix F to 121)

	AIR-CRAFT	SIMU-LATOR
PREFLIGHT		
1. EQUIPMENT EXAMINATION (Oral or written)	S	
2. * PREFLIGHT INSPECTION	S	
3. TAXIING	S	
4. POWERPLANT CHECKS	S	
TAKEOFFS		
5. NORMAL	S	
6. INSTRUMENT	S	
7. CROSSWIND	S	
8. WITH SIMULATED POWERPLANT FAILURE	S	
9. * REJECTED TAKEOFF	S	
INSTRUMENT PROCEDURES		
10. * AREA DEPARTURE	S	
11. * HOLDING	S	
12. * AREA ARRIVAL	S	
13. ILS APPROACHES	S	
14. OTHER INSTRUMENT APPROACHES	S	
15. CIRCLING APPROACHES	S	
16. MISSED APPROACHES	S	
INFLIGHT MANEUVERS		
17. * STEEP TURNS	S	
18. * APPROACHES TO STALLS	S	
19. * SPECIFIC FLIGHT CHARACTERISTICS	W	
20. POWERPLANT FAILURE	S	
LANDINGS		
21. NORMAL	S	
22. FROM AN ILS	S	
23. CROSSWIND	S	
24. WITH SIMULATED POWERPLANT(S) FAILURE	S	
25. REJECTED LANDING	S	
26. FROM CIRCLING APPROACH	S	
27. NORMAL AND ABNORMAL PROCEDURES	S	
28. EMERGENCY PROCEDURES	S	
29. JUDGEMENT	S	
30. HOVERING MANEUVERS	NA	
31. RAPID DECELERATIONS (Quick stops)	NA	
32. AUTOROTATIONS (Single engine helo. only)	NA	

Items that may be waived are indicated by an asterisk (*)
See Appendix F to FAR 121. All applicable items must be graded S, U or W.

FLIGHT ENGINEER

ITEM	S	U
1. EQUIPMENT EXAM (Oral) (Written)		
2. PREFLIGHT CHECK OF AIRCRAFT		
3. COMPUTATION OF FUEL LOAD & FUEL LOADING PROCEDURE		
4. COMPLETION OF COMPANY APPROVED FORMS		
5. STARTING, TAXI, AND RUNUP		
6. POWERPLANT AND PROPELLER CONTROL		
7. CRUISE CONTROL AND COMPUTATIONS		
8. AIRCRAFT/POWERPLANT OPERATION ANALYSIS		
9. FUEL SYSTEM MANAGEMENT		
10. AIR CONDITION & PRESSURIZATION CONTROL		
11. ELECTRICAL SYSTEM OPERATION		
12. POWERPLANT FIRE CONTROL		
13. EMERGENCY GEAR AND FLAP EXTENSION		
14. HEATER FIRE AND CARGO COMPARTMENT FIRE		
15. SMOKE EVACUATION		
16. EMERGENCY DEPRESSURIZATION		
17. FUEL DUMPING PROCEDURE		
18. POWERPLANT SHUTDOWN AND RESTART		
19. DEICING AND ANTI-ICING		
20. LOCATION AND USE OF EMERGENCY EQUIPMENT		
21. EMERGENCIES-HYDRAULIC, PRESSURIZATION, ETC.		
22. CREW COORDINATION AND MONITORING		

REMARKS

RESULT OF CHECK	X APPROVED / DISAPPROVED	CHECK AIRMAN'S PERFORMANCE	SATISFACTORY / UNSATISFACTORY
REGION: GL	DISTRICT OFFICE: FSDO 7	INSPECTOR'S SIGNATURE: John I. Hightower John I. Hightower	

FAA Form 8410-1 (4-67) SUPERSEDES FAA FORM 3111 WHICH IS OBSOLETE C FAA AC 73-5734

[PAGES 1-41 THRU 1-44 RESERVED]

examiners.

3. USE OF SIMULATORS OR OTHER TRAINING DEVICES (APPROVED ACCORDING TO ADVISORY CIRCULAR 120-40A) TO CONDUCT FEDERAL AVIATION REGULATION (FAR) § 61.58(C) PROFICIENCY CHECKS. FAR § 61.58(c) requires that to serve as pilot-in-command (PIC) of an aircraft certificated for more than one pilot crewmember, the PIC must have completed a proficiency check in the particular type aircraft since the beginning of the 24th calendar month before the month in which the pilot acts as PIC. However, FAR § 61.58(d) provides that, for airplanes, the maneuvers and procedures required for the checks and test prescribed in FAR § 61.58(c)(1), (2), and (4), and FAR § 61.58(c)(3) in the case of type ratings obtained in conjunction with a FAR Part 121 training program, may be performed in a qualified simulator or other training device in accordance with applicable provisions set forth in the FAR.

A. Recent Simulator Technology. Recently breakthroughs in computer technology have permitted development of highly sophisticated computerized electronics and computer-generated visual imagery in aircraft simulators and training devices. Authority for the increased use of simulators and training devices has been incorporated in the various FAR relating to the certification of pilots.

B. Expanded Use of Simulators. The Federal Aviation Administration (FAA) has indicated its commitment to permit the expanded use of simulators and training devices in connection with the training and practical testing of pilots as the state of the art develops and as public interest dictates. The simulator approval criteria contained in Advisory Circular (AC) 120-40A, Aircraft Simulator and Visual System Evaluation and Approval, are periodically updated along with simulator technology in order to ensure maximum transfer in flightcrew training and to ensure that the simulator or training device factually represents the aircraft and flight environment.

C. Exemptions. The FAA has issued exemptions from FAR § 61.58(c) to permit the petitioner to com-

D. Inspector Familiarity with Exemptions. Each Flight Standards District Office (FSDO) will take necessary action to ensure that the simulator approval criteria outlined in AC 120-40A is closely followed. Inspectors should be familiar with exemptions issued to ensure that trainees receive the required training from the exemption holder and the conditions and limitations of the exemptions are strictly observed.

5. USE OF AN AIRPLANE SIMULATOR OR TRAINING DEVICE IN ACCORDANCE WITH FAR § 61.57(d). FAR § 61.57(d) permits the use of an airplane simulator or training device to accomplish those items listed in Appendix A of FAR Part 61 which are not specifically required to be performed in flight. This authority extends to any applicant for an airline transport pilot (ATP) certificate or additional type rating, including an applicant not employed by a FAR Part 121 operator, provided the requirements of FAR 61.57(d)(1) and (2) are met. Any applicant, regardless of employment status, may fulfill FAR § 61.57(d)(2) requirements and benefit from the authority to use a simulator or training device as specified by this subpart of the FAR. FAR § 61.57(d) does not permit the use of a simulator to satisfy those items that are required to be accomplished in flight by Appendix A. This authority is contained in FAR 61.157(e) and this clarification of policy does not extend to that subpart of FAR. Additionally, this policy in no way expands the waiver authority addressed in FAR § 61.157(c). The waiver authority contained in FAR § 61.157(c) is explicitly limited to pilots employed by FAR Part 121 certificate holders.

7. COMPLIANCE WITH ENGLISH LANGUAGE REQUIREMENTS OF FAR PART 61 FOR PILOT CERTIFICATION. FAR §§ 61.75(g), 61.83(b), 61.103(b), 61.123(b), 61.151(c), and 61.183(b) have requirements governing competency in the English language for all grades of pilot certificates issued under FAR Part 61. The language competency of a pilot certificate applicant is determined during the early stages of the pilot certification process, except in the case of a pilot applicant under FAR § 61.75. In the latter case, an FAA inspector handles the foreign pilot certificate application.

A. Background. In recent years, incidents which indicate a lack of English language competency by pilots have occurred with increasing frequency. Although most incidents have involved foreign nationals in specific areas, some of these incidents have involved citizens born in the U.S. It is apparent that the English language competency requirements of FAR Part 61, in some cases, may not have been fully met at certificate issuance. This situation needs to be closely monitored.

B. Pressure of Radio Communications. Operating experience concerning the English language competency problem indicates that occasionally persons are apparently able to "read, speak, and understand the English language" sufficiently to show compliance with the language requirements of FAR Part 61 in a favorable environment. However, these same persons may not be able to read, speak, and comprehend the English language sufficiently to respond correctly within a reasonable time to radio communications and to function safely and efficiently while operating in the air traffic environment. Although a lack of English language competency in communication is believed to be more common in specific areas, this guidance is intended to intensify English communications awareness among all users of the national airspace system and to help identify the need for appropriate regulatory change in the FAR Part 61 language requirements. This information serves to highlight problems associated with the use of English in radio communications between persons of both foreign and domestic backgrounds and the air traffic facilities throughout the airspace system.

C. Aviation Standard. The English language has been accepted as the international standard by the International Civil Aviation Organization (ICAO). However, the effectiveness of FAR Part 61 regarding the English competency of pilots of all nationalities depends on compliance with, and enforcement of, the English language competency requirements.

D. Information to Disseminate. Inspectors and examiners should ensure that the following information is disseminated during contacts with flight and who is unable to demonstrate compliance with the appropriate English language competency requirements of the FAR.

(3) Under FAR § 61.75, applications for a pilot certificate may not be accepted by an inspector through the mail. An application presented in person at a Flight Standards District Office (FSDO) may be processed and an appropriate certificate issued. The certificate will not bear an English language limitation only when the FAA has verified that the applicant is able to speak and understand the English language sufficiently. An English language limitation may be removed when the person demonstrates competency in the English language (see section 5, paragraph 3E of this chapter).

(4) If the holder of a pilot certificate without an English language operating limitation cannot demonstrate compliance with the English language competency requirements for the grade of pilot certificate held, inspectors should initiate action in accordance with chapter 182, Conduct a Violation Investigation, and FAA Order 2150.3, Compliance and Enforcement Program. Under Title 49 of the United States Code (49 USC), this could result in suspension, revocation, or reissuance of the pilot certificate with an appropriate operating limitation.

9. PILOT CERTIFICATE REQUIREMENTS AND THE LOGGING OF FLIGHT TIME IN HANG GLIDERS, ULTRALIGHTS, POWERED (MOTORIZED) GLIDERS, AND OTHER VEHICLES. The following guidance is designed to clarify issues concerning the logging of flight time and minimum pilot certificate requirements for hang gliders, ultralights, and similar vehicles.

A. Noncertificated Vehicles. The FAA does not require a pilot certificate to operate hang gliders, ultralights, etc., unless the vehicle is type-certificated as an aircraft in a category listed in FAR § 61.5(b)(1) or certificated as an experimental aircraft under FAR Part 21. If the vehicle is certificated under either Part, at least a student pilot certificate is required.

B. Logging Time. Unless the vehicle is type-certificated as an aircraft in a category listed in FAR

of an aircraft operating limitation which requires the pilot-in-command (PIC) to hold an appropriate category/class rating. In that case, the pilot must hold at least a private pilot certificate.

D. Logging Time in Powered Gliders. Flight time in a powered glider cannot be logged as required airplane pilot flight time unless the aircraft is type-certificated as an airplane. Flight time used to meet recency of experience requirements or the requirements for a certificate or rating may only be logged according to the category in which the aircraft is type-certificated; i.e., airplane, glider, etc. Powered gliders may be type-certificated either as gliders or airplanes. AC 21.17-2A, Type Certification Fixed-Wing Gliders (Sailplanes) Including Powered Gliders, provides criteria and lists other means, such as the German Federal Republic developed Joint Airworthiness Requirements (JAR-22) for sailplanes and powered sailplanes, that may be used to type-certificate powered gliders. Self-launching powered gliders that do not meet the acceptable criteria prescribed in AC 21.17-2A may only be type-certificated as airplanes. In this case, the logging of airplane flight time would be appropriate.

11. PILOT TYPE RATING REQUIREMENTS IN AIRCRAFT CERTIFICATED UNDER SPECIAL FAR (SFAR) 41. SFAR were adopted to allow certain small propeller-driven, multiengine airplanes originally type-certificated in accordance with FAR Part 23 before October 17, 1979, to be operated at a maximum certificated takeoff weight exceeding 12,500 pounds. These airplanes may also be configured with more than 10 passenger seats.

A. Air Taxi and Commercial Operators. FAR Part 135 requirements for air taxi and commercial operators were amended to allow the operation of airplanes certificated under SFAR 41. Since the adoption of SFAR 41, operation of these airplanes is routinely conducted under both FAR Parts 91 and 135. Among the first aircraft to be certificated under SFAR 41 were certain models of Swearingen turboprop airplanes, the first of which was certificated on September 25, 1980.

B. Type Ratings. Under FAR § 61.31(a), a pilot may not act as PIC of a large airplane (more than

(1) Because of the similarity of the SFAR 41 aircraft to the predecessor model aircraft, the unavailability of the SFAR 41 aircraft, the economic burden connected with placing these aircraft into service, and the sophistication of FAA-approved simulator equipment which permits training and checking to be conducted simulating the more than 12,500-pound maximum takeoff gross weight version, the FAR permitted the type rating check for the Swearingen-Fairchild SFAR 41 aircraft to be given in the non-SFAR 41 aircraft which required no type rating.

(2) It is considered appropriate to allow pilots of FAR Part 135 operations who were fully qualified in the non-SFAR 41 version of this aircraft and who had satisfactorily completed the FAA-approved differences ground training course and a written or oral test for the SFAR 41 aircraft to operate that aircraft in FAR Part 135 operations without a type rating until the pilot's next regularly scheduled instrument proficiency check. This action was accomplished by exemption. A continuation of the above procedure was also deemed appropriate in the case of the Embraer Bandieranti Model 110P1 and P2 aircraft subsequently approved for retrofit under SFAR 41.

C. Second-in-Command. FAR § 91.213(a)(1) provides that no person may operate a large airplane without a pilot who is designated as a second-in-command (SIC). However, under an amendment to FAR Part 91, this section was revised to allow SFAR 41 airplanes to be operated without a pilot who is designated as an SIC if that airplane is type-certificated for operations with only one pilot crewmember.

D. Inspector Information. Office managers should ensure that all FSDO certification personnel are informed of the above information and are guided by the following instructions concerning the operation of SFAR 41 aircraft.

(1) AFS-800 should be alerted to the existence of aircraft (make, model, and type-certificating region) for which SFAR 41 certification is imminently pending in order to coordinate in establishing an appropriate pilot type rating designator on a timely basis.

SFAR 41 aircraft, grants of exemption are no longer considered to be in the public interest for the identified aircraft and, when terminated, will not be reissued.

13. EXCHANGE OF VALID PILOT CERTIFICATES.

A. Field Reissuance. Valid pilot certificates and ratings may be reissued or exchanged by inspectors in the field in accordance with the following.

(1) A certificate issued or last reissued on or after July 1, 1945, may be reissued by applying on FAA Form 8710-1. The dates of valid pilot certificates are found in FAR § 61.11.

(2) Obsolete certificates and ratings may be exchanged for current certificates and ratings in accordance with FAR § 61.9.

B. Pre-1945 Certificates. Private or commercial certificates issued before July 1, 1945, have expired and cannot be reissued. Certificates issued between January 1, 1942, and July 1, 1945, could have been exchanged without further showing of competence until August 23, 1956. A person who did not use the exchange privilege is considered to be the same as a person who has never held a certificate. That person must meet the requirements of FAR Part 61, including the need for knowledge and practical tests. Flight time accumulated with the previously held certificate can be credited toward the present requirements for a certificate or rating.

C. Changes to Personal Data. A person applying for any change to the personal data on their pilot certificate must present, to an FAA inspector, appropriate documentation acceptable to the Administrator which substantiates the validity of the requested change. The purpose of this documentation is to preclude reissuance of an invalid pilot certificate.

(1) The following items typify the kind of changes that require such documentation:

- change of name
- change of nationality
- change of gender

D. Change of Gender. For a change of gender on an airman certificate, the original copies of two documents must be provided to the certifying inspector. After examining and verifying these documents, the inspector photocopies the documents and attaches the photocopies to Form 8710-1. In Block I, under "Other," the inspector notes "gender change reissue." The file is then forwarded to AFS-760 for processing. The required documents are:

(1) a court order, issued by a court of the U.S. or its territories, stating that the individual has changed his/her gender to _____ , or a court order stating that the individual's gender is _____; and

(2) a physician's statement clearly indicating that the individual is physically the gender noted on the court order.

E. Lighter-Than-Air Category Ratings. On November 1, 1973, pilot certificates with a lighter-than-air category rating, which had no class rating, became obsolete (not expired). The same is true of pilot certificates showing a free balloon class rating but not the lighter-than-air category rating. Holders of these certificates were originally qualified in the airship class.

(1) There was a time when anyone could walk into a FSDO and, by merely filling out an appropriate form, receive a private pilot certificate with "HOT-AIR BALLOON ONLY" shown in Section XII of the Temporary Airman Certificate.

(2) Until April 3, 1965, it was possible to obtain private pilot certificates with balloon class ratings and no category rating depicted on the certificate. Holders of these certificates had to qualify in gas balloons to be authorized to serve as PIC of any sort of free balloon. Individuals who qualified in hot-air balloons with airborne heaters received ratings which read, "FREE BALLOON, LIMITED TO HOT-AIR BALLOONS (WITH OR WITHOUT AIRBORNE HEATER)," and could fly any hot-air balloon but not a gas balloon. Qualification in the carnival-type balloon without an airborne heater limited the certificate holder to these hot-air balloons only.

(a) If the certificate does not contain a class rating and was submitted for exchange before November 1, 1975, a new private or commercial pilot certificate, as appropriate, will be issued as "LIGHTER-THAN-AIR-AIRSHIP AND FREE BALLOON."

(b) If the certificate shows a lighter-than-air category and contains an airship-class rating issued before October 31, 1973, and application was made for a free-balloon rating after November 1, 1975, the holder must pass the appropriate free-balloon flight test. To obtain an unlimited free-balloon class rating, the applicant would have to pass the gas balloon flight test.

(5) Several variations of balloon certificates may be presented for exchange.

(a) If the obsolete certificate reads "FREE BALLOON," it will be reissued as "LIGHTER-THAN-AIR - FREE BALLOON."

(b) If the certificate reads "HOT-AIR BALLOONS ONLY" or "FREE BALLOON, LIMITED TO HOT-AIR BALLOONS (WITH OR WITHOUT AIRBORNE HEATER)" it will be reissued as "LIGHTER-THAN-AIR - FREE BALLOON, LIMITED TO HOT-AIR BALLOONS WITH AIRBORNE HEATER." The hot-air balloon limitation may be removed when the holder obtains the pilot experience required for a rating on a gas balloon. No flight test is required.

(c) If the certificate reads "HOT-AIR BALLOON WITHOUT AIRBORNE HEATER" or "FREE BALLOON, LIMITED TO HOT-AIR BALLOONS (WITHOUT AIRBORNE HEATER)" it will be reissued as "LIGHTER-THAN-AIR - FREE BALLOON, LIMITED TO HOT-AIR BALLOONS WITHOUT AIRBORNE HEATER." To have the airborne heater limitation removed, the holder must obtain the pilot experience and pass the flight test required for a hot-air balloon with an airborne heater rating. To have the hot-air balloon limitation removed completely, the pilot must obtain the experience and pass the flight test for free [gas] balloons.

"LIGHTER-THAN-AIR, FREE BALLOON, LIMITED TO HOT-AIR BALLOONS WITH AIRBORNE HEATER."

(7) If the applicant obtains the pilot experience (private or commercial) and successfully completes a flight test in a hot-air free balloon equipped with an airborne heater, the limitation in Section XII would read, "LIGHTER-THAN-AIR, FREE BALLOON, LIMITED TO HOT-AIR BALLOONS WITH AIRBORNE HEATER." This limitation (with airborne heater) can be removed when the holder obtains the experience required for a rating in a gas balloon. This required experience must be obtained in a gas balloon and no flight test is required. Section XII would read "LIGHTER-THAN-AIR, FREE BALLOON."

(8) When an applicant obtains the pilot experience (private or commercial) and successfully completes a flight test in a free gas balloon, the limitation in Section XII would read, "LIGHTER-THAN-AIR, FREE BALLOON."

(9) Unlike "old" FAR Part 61, the new rule does not automatically give the holder of a lighter-than-air category with an airship class rating the privilege to serve as PIC of a free balloon. Before the free balloon class rating can be added to the certificate, the experience and skill requirements for this rating must be met.

(10) Before adoption of FAR Part 61 (revised), there were several cases where a pilot held two certificates, one for heavier-than-air and one for a lighter-than-air class rating.

(a) Holders of these certificates may exchange them for a single pilot certificate bearing all appropriate ratings. Either certificate number may be used. If the applicant expresses no preference, his or her social security number should be used.

(b) Holders of these pilot certificates should be encouraged to combine them into the one certificate at any time either is amended or reissued.

15. VOLUNTARY SURRENDER OF CERTIFICATE OR RATING. Application for voluntary

(1) voluntary surrender unrelated to an enforcement case,

(2) voluntary surrender in anticipation of FAA certificate action,

(3) voluntary, temporary deposit of an airman's certificate to the custody of the FSDO when an airman's competency has been questioned by the FAA and the enforcement action or re-examination is justifiably delayed, and

(4) surrender at Regional Counsel's request.

B. Reason for Surrender. No airman certificate may be accepted by an FAA inspector unless the reason for surrender is identified. Surrender of that certificate must be in accordance with procedures described in this handbook. Under no circumstance shall a pilot certificate be accepted for voluntary surrender unless the inspector immediately contacts the Regional Counsel and explains the facts and circumstances concerning the surrender. The airman's certificate may be accepted only with the concurrence of, and in accordance with, directions of the Regional Counsel. Legal enforcement cases involving the surrender of an airman certificate shall be forwarded to the regional office for processing no later than 5 days after the date of certificate surrender.

(1) If no enforcement action is pending or being contemplated under FAR § 61.27, an airman may, for personal reasons, voluntarily surrender the certificate to the FAA for the purpose of cancellation of the certificate, reissuance of the certificate at a lower grade, or reissuance of the certificate with specific ratings deleted.

(a) An airman may have many reasons for voluntarily surrendering or exchanging a certificate. One reason could be that the FAA has questioned the pilot's competency, and the airman is to be re-examined under 49 USC. In this instance, the airman may elect to surrender the certificate or rating, in writing, in lieu of submitting to re-examination (figure 1-9).

(b) When an airman elects to surrender the certificate as described above, the inspector may accept the certificate, along with a letter of surrender nature of the surrender in view of these rights. The letter must not be conditional and shall be patterned after figure 1-10.

(2) An airman may surrender a pilot certificate to the FAA at any stage of an investigation (see FAA Order 2150.3, Compliance and Enforcement). Great care must be exercised when accepting an airman certificate for surrender when enforcement action is pending.

(a) The eventual action of the FAA could possibly be other than certificate action. In addition, the Regional Counsel's office may be unable to provide priority handling of such cases (the failure to issue promptly an Order of Suspension or Revocation may impose an undue sanction on the airman).

(b) Not only must the surrender be voluntary, it must also be documented as such. It must be absolutely clear that no FAA coercion was used. For example, if an FAA inspector, during an investigation, has told an airman that the airman had violated a FAR, then accepted the certificate for surrender, the action would not appear voluntary. In a legal enforcement case, no FAA inspector has either the authority or responsibility to make such a statement; this is a function of the Regional Counsel.

(c) The airman shall be told that any statement the airman makes can and may be used against the airman in legal proceedings and that the airman need not make any statement without being represented by legal counsel.

(d) The airman shall be apprised of FAA legal enforcement procedures as described in FAR §§ 13.15 and 13.19.

(3) An airman may temporarily deposit an airman certificate voluntarily in the custody of a FSDO (for a maximum of 30 days at a time) while the airman is preparing for a re-examination of competence. The airman must be informed, in the presence of a third person, that the airman is not required to deposit the airman certificate with the FSDO or to sign any statement. This procedure can also be used for an airman convalescing from an accident or an illness, or for

prohibited'' or other appropriate limitations should be included. For example, if instrument competency is questioned, the temporary airman certificate should omit the instrument rating. The same procedure could be used with any rating questioned. In no case should a student pilot certificate be issued to the holder of another student (or other) pilot certificate. The temporary airman certificate issued and the Letter of Temporary Deposit to the FSDO (figures 1-11 and 1-12) must have the same expiration date. The inspector may issue a new temporary airman certificate for an additional period of 30 days, provided the airman agrees to such action and submits a new Letter of Temporary Deposit to the FSDO with the appropriate expiration date as described above.

(b) If at the end of the expiration date, the airman has not passed the re-examination test, fails to appear, or has not made other acceptable arrangements, immediate legal enforcement action (emergency suspension) shall be taken to suspend the permanent airman certificate or rating in question until the airman demonstrates competency to hold that certificate.

(4) Surrender at the request of Regional Counsel is an action taken as the result of an Order of Suspension or Revocation issued by Regional Counsel. From time to time, the Regional Counsel requests the FSDO to pick up a certificate when an airman fails to surrender the certificate as a result of a Regional Counsel Order. The following actions should be taken by the inspectors:

(a) The specific Regional Counsel instructions should be followed. In most cases, it is requested that an inspector contact the airman to be sure the airman understands that the Order demands the surrender of the certificate.

(b) The inspector shall review the Order of Revocation or Suspension so that the inspector is familiar with the allegations. The inspector should then arrange a meeting with the airman. The inspector should take to the meeting a copy of the Order of Suspension or Revocation, a Loss of Certificate of the facts, evidence, or the propriety of the sanction. The inspector should advise the airman that failure to surrender the certificate within the period of time specified in the Order would make the airman subject to additional action.

(d) If the airman states that the certificate is lost, the inspector should give the airman the affidavit form and the franked envelope addressed to the Regional Counsel. The inspector should instruct the airman to complete the affidavit and forward it in lieu of the lost certificate.

(e) If the airman does not wish to surrender the certificate to the inspector, the inspector should give the airman the franked envelope addressed to the Regional Counsel so the airman can forward the certificate to the proper office.

(f) If at any time the inspector has any reason to believe that a hostile or dangerous confrontation is likely, the matter shall be discussed with the Regional Counsel before taking the action. When a potentially hazardous confrontation is expected, the inspector can be accompanied to the meeting with the airman by a U.S. Marshal.

C. Issuing a Certificate or Rating to an Airman Who is Under an Order of Revocation.

(1) An inspector planning to issue a certificate or rating to an airman who is under an Order of Revocation should arrange a meeting with the airman and review FAA Order 2150.3A, paragraph 1307, and FAR §§ 61.13(g) and 61.19(e). At this meeting the inspector will examine the Order of Revocation and become familiar with its contents to ensure that an application from the airman is not accepted prior to the expiration of the periods specified in the previously mentioned sections or as authorized in the Order of Revocation. If found ineligible, the inspector will advise the airman of the reasons.

(2) An inspector who receives an application for an airman certificate from an airman whose certificate has been revoked and who is found ineligible, will disapprove the application and issue an FAA Form 8060-5, Notice of Disapproval of Application,

either the return flight to base, to continue an extended flight, or to continue employment as a pilot.

(2) The pilot must show that he or she is unable, or that it is not feasible, to obtain a facsimile in accordance with FAR § 61.29(c).

(3) The pilot must either be personally known to the inspector or must present, in person, acceptable evidence of identity.

(4) The inspector must confirm the validity, grade, and ratings of the lost certificate by telephoning AFS-760.

B. Temporary Certificate. The temporary certificate issued should be clearly marked "EMERGENCY FIELD ISSUANCE" (figure 1-14) and be limited to reasonable duration necessary for the pilot to obtain a duplicate certificate from AFS-760 by the most expeditious means. In no case shall the temporary certificate be issued for more than 30 days.

19. "BLUE SEAL" PILOT CERTIFICATES. Since 1961, pilot certificates bearing blue seals have been issued to applicants who have demonstrated their ability to control an airplane by reference to instruments.

A. Blue Seal Incentive. This seal conveys no additional privileges but was intended as an incentive to holders of other pilot certificates to obtain instrument instruction.

B. Blue Seal Eligibility. The following pilots may obtain Blue Seal certificates from inspectors:

(1) private pilots who originally demonstrated their instrument competence on their private pilot practical tests;

(2) the holder of a private pilot certificate who has not previously demonstrated instrument ability by passing a practical test on the instruction required by FAR § 61.107(a)(6);

(3) commercial pilots with airplane category ratings whose certificates do not bear ICAO instrument limitations;

who meets the requirements for a Blue Seal certificate may apply on FAA Form 8710-1. The applicant must clearly mark the application, "APPLICATION FOR BLUE SEAL CERTIFICATE" (figure 1-15).

(1) The applicant should present the application, the pilot certificate, logbooks, and any other pertinent documentary evidence to an inspector or pilot examiner for issuance of the certificate.

(2) When the inspector has determined the applicant's eligibility, the inspector should prepare FAA Form 8060-4, marked "BLUE SEAL CERTIFICATE" as shown in figure 1-16, and complete the certification file in the usual manner, noting on the application the basis for issuance.

(3) An applicant who is tested for a Blue Seal certificate and found unsatisfactory shall be issued FAA Form 8060-5 in the usual manner and have the original pilot certificate returned. Any corrective action taken should be completely informal and advisory, unless immediate action is necessary for safety.

21. LOST LOGBOOKS OR FLIGHT RECORDS. Aeronautical experience requirements must be shown for a person to be eligible for the issuance or to exercise the privileges of a pilot certificate. A pilot who has lost logbooks or flight time records should be reminded that any fraudulent or intentional false statements concerning aeronautical experience are a basis for suspension or revocation of any certificate or rating held. The pilot who has this problem may, at the discretion of the inspector accepting the application for a pilot certificate or rating, use a signed and notarized statement of previous flight time as the basis for starting a new flight time record. Such a statement should be substantiated by all available evidence, such as aircraft logbooks, receipts for aircraft rentals, and statements of flight operators.

23. FORGED OR COUNTERFEIT AIRMAN CERTIFICATES. Inspectors are occasionally required to determine the authenticity of an airman certificate. Inspectors should be able to recognize legitimate certificates during surveillance or certifi-

certificate are 3 11/16 inches by 2 3/8 inches. If the inspector is without access to a ruler or tape measure, the certificate size should be compared to the inspector's certificate.

(2) The identification block, which gives a physical description of the airman, is 3 17/32 inches wide on a legitimate certificate.

(3) The roman numerals for the portions of a certificate are often missing or placed incorrectly on a counterfeit certificate.

(4) All lettering on a legitimate certificate is legible.

NOTE: On certificates issued after September 1990, the words "Department of Transportation" are no longer surrounding the Department of Transportation seal. The seal is smaller and is surrounded by a white square box.

(5) A legitimate certificate that was issued after September 1990 does **NOT** have a colon after "Date of Issue." A legitimate certificate that was issued prior to September 1990 does have a colon after "Date of Issue."

(6) The computer-generated printing on a legitimate certificate is purposely in capital letters, and the lettering is not exactly straight along the line of type, i.e., some letters are higher than others. On certificates issued after September 1990, the printing is in alignment.

(7) Legitimate certificates have the correct name of the individual who was the FAA Administrator on the date the certificate was issued.

B. Suspected Counterfeiting. Any contact with suspected counterfeit or forged airman certificates should be immediately reported to the Regional Office Civil Aviation Security Division, Investigations and Internal Security Branch. Under no circumstances should an inspector attempt to confiscate a suspected forged or counterfeit certificate.

25. CLASS B AIRSPACE ENDORSEMENTS FOR STUDENT PILOTS. FAR § 61.95 specifies

B. Solo Flight To, From, or At an Airport in Class B Airspace. FAR § 61.95(b) prohibits student pilots from operating on a solo flight to, from, or at an airport within Class B airspace unless the requirements of FAR § 61.95(b)(1)-(3) have been met.

NOTE: Sample endorsements specifying that student pilots have received ground and flight instruction and have been found competent to operate in Class B airspace are found in figure 1-17.

27. CONDUCT OF TRAINING AND TESTING, SFAR 41 AIRPLANES, BY PILOTS WITH A "SECOND IN COMMAND REQUIRED" LIMITATION ON THEIR TYPE RATING.

A. An SIC Required. The SA227, EMB-110, BE-300/1900, and certain other SFAR 41 airplanes are type certificated for single pilot operations. However, depending on the type of operation conducted (i.e., FAR Part 135 passenger service), an SIC may be required.

B. Limitation. Applicants for a type rating practical test in certain SFAR 41 airplanes may opt to complete the practical test as a single pilot or by utilizing an SIC. If the single pilot option is elected, the applicant will receive a type rating without limitation upon satisfactory completion of the practical test. When an applicant satisfactorily completes a practical test utilizing an SIC, the applicant will be issued a type rating with the limitation "SECOND IN COMMAND REQUIRED." To enhance crew complement flexibility, there is a need to establish guidelines for the training and flight testing of applicants for type ratings in SFAR 41 aircraft. These guidelines are intended to apply to the following:

(1) certificated flight instructors;

(2) ATP's conducting instruction in air transportation service;

(3) certificated ground instructors associated with a training center that holds exemption authority;

(4) aviation safety inspectors;

who holds a type rating (with or without a "SECOND IN COMMAND REQUIRED" limitation) on his/her pilot certificate for the associated airplane. The ground instruction required by FAR §§ 61.63 (d)(6)(ii) and 61.157 (f)(2) for employees of a FAR Part 135 certificate holder may be given by an instructor authorized by a FAR Part 135 approved training program.

D. Simulator Instruction. Instructors who conduct training in an FAA-approved flight simulator or an FAA-approved flight training device toward the issuance of a type rating must be qualified in accordance with one of the following categories.

(1) Hold a valid flight instructor certificate with airplane multiengine and instrument airplane ratings and have a type rating for the airplane on his/her pilot certificate. A pilot who has the limitation "SECOND IN COMMAND REQUIRED" on the type rating may only instruct an applicant seeking the same privileges and limitation. A pilot with an unrestricted type rating may conduct simulator instruction for both limited and unrestricted ratings.

(2) A certificated ground instructor with a training center that holds exemption authority, qualified in accordance with exemption requirements.

(3) An ATP with the appropriate type rating on his/her pilot certificate, instructing in air transportation. The ATP can only instruct within the limitations of his/her pilot certificate as defined in subparagraph 27B of this section.

E. Flight Instruction. Flight instruction may only be conducted within the limitations and authorizations of the flight instructor certificate, pilot certificate, and type ratings. Instructors who hold an unrestricted type rating on their pilot certificates may conduct flight training required by FAR §§ 61.89(b), 61.157(f), 135.339(c), 135.347, and 135.351(c) for an applicant seeking an unrestricted type rating or single pilot operating privileges, or for an applicant seeking a type rating with the limitation "SECOND IN COMMAND REQUIRED."

unrestricted type ratings in SFAR 41 airplanes may conduct practical tests in these aircraft leading to the issuance of type ratings with or without a "SECOND IN COMMAND REQUIRED" limitation, or operating privileges for single or two pilot operations, as appropriate. Inspectors, examiners, and check airmen who hold a type rating with a "SECOND IN COMMAND REQUIRED" limitation may only conduct practical tests leading to the issuance of type ratings with a "SECOND IN COMMAND REQUIRED" limitation, or operating privileges for a two pilot operations, as appropriate. Oral testing may be conducted by an inspector, examiner, or check airman who is rated in the aircraft, regardless of a "SECOND IN COMMAND REQUIRED" limitation.

G. Removal of the "SECOND IN COMMAND REQUIRED" Limitation from a Type Rating. To remove the limitation, it is not necessary to complete an entire practical test (oral and flight) as a single pilot operation. All maneuvers approved for a flight simulator may be accomplished in that flight simulator for the purpose of removing this limitation. This does not change any flight simulator requirements for the original issuance of the type rating. The following maneuvers, accomplished in a single pilot environment, have been selected from FAR Part 61, Appendix A to serve as minimum testing requirement for the removal of this limitation:

(1) Normal and crosswind takeoff

(2) Powerplant failure on takeoff

(3) Maneuvering to a landing with a simulated powerplant failure

(4) Precision or non-precision approach to a landing

(5) Specific flight characteristics

(6) Normal and abnormal procedures appropriate to single pilot operations

(7) Emergency procedures appropriate to single pilot operations

for its issue.

_____
Signature

_____
Printed Name

_____
Address

tion (FAA) may deem necessary. My rights to be heard as to why my certificate should not be amended, suspended, or revoked have been fully explained to me and are hereby waived.

_____

Signature

_____

Printed Name

_____

Address

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. 155099880

THIS CERTIFIES THAT IV. JOHN (NMN) DOE
V. 751 SOUTH MAIN STREET
KEYWANA, NM 80010

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
01/08/49	73 IN.	180	BROWN	GREEN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS
XII. AIRPLANE SINGLE & MULTIENGINE LAND
INSTRUMENT AIRPLANE

XIII. EMERGENCY FIELD ISSUANCE EXPIRES 10/15/94

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 07/15/88

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 09/15/94

X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley Crusher
WESLEY CRUSHER

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. AWP FSDO 07

DATE DESIGNATION EXPIRES --

vii. AIRMAN'S SIGNATURE John Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

If, by that date, I have not demonstrated the airman competence to hold that/those rating(s) to the FAA or received an extension of time within which to take the re-examination, I understand that legal enforcement action will be taken to suspend the privileges of my airman certificate (or rating) until I demonstrate the competence prescribed in the Federal Aviation Regulations for its original issuance.

_____

Signature

_____

Printed Name

_____

Address

1. On _____, the only airman certificate held by me was No. _____, with _____ privileges and _____ ratings.

2. By Order of Suspension (or revocation) dated _____, my airman certificate was suspended (or revoked) effective _____ for a period of _____ months (or days) (if revocation, leave period out).

3. I have made a thorough search of the places where my airman certificate could or might be found. Notwithstanding the search, I have not been able to find such certificate. I do not know where such certificate presently is nor where it may be found; I believe it to be lost.

4. For the above reason, I am unable to surrender my airman certificate number _____; however, if and when such certificate is found while suspended, I will surrender it to the Federal Aviation Administration.

_____
Airman's Signature

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 19____.

[*Seal*]

_____
Notary Public in and for

_____
County

State of _____

My Commission expires on _____

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. 526032230

THIS CERTIFIES THAT IV. JOHN (NMN) DOE
V. 175 SOUTH MAIN STREET
KEYWANA, NM 80010

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
04/14/50	73 IN.	180	BROWN	GREEN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

PRIVATE PILOT

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE ENGINE LAND

XIII. PASSENGER CARRYING PROHIBITED EXPIRES 11/25/94

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 07/15/88

BY DIRECTION OF THE ADMINISTRATOR

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. AWP FSDO 07

X. DATE OF ISSUANCE 10/25/94

X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley Crusher
WESLEY CRUSHER

DATE DESIGNATION EXPIRES —

vii. AIRMAN'S SIGNATURE John Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

☐ Medical Flight Test ☐ Reexamination ☐ Reissuance of _____ Certificate ☒ Other Blue Seal Certificate

A. Name (Last, First, Middle) FLYSWELL, JAMES CHARLES	B. SSN (US Only) 123-45-6789	C. Date of Birth Mo. Day Year 06/27/47	D. Place of Birth SCOTTSDALE, AZ
E. Address (Please See Instructions Before Completing) 781 MAIN STREET	F. Nationality (Citizenship) Specify ☒ USA ☐ Other_____	G. Do you read, speak and understand English? ☒ Yes ☐ No	
City, State, Zip Code TUCSON, AZ 80010	H. Height 72 In. / I. Weight 180 Lbs.	J. Hair RED / K. Eyes GREEN	L. Sex ☒ Male ☐ Female
M. Do you now hold, or have you ever held an FAA Pilot Certificate? ☒ Yes ☐ No	N. Grade Pilot Certificate PRIVATE	O. Certificate Number 052603030	P. Date Issued 08/15/79
Q. Do you hold a Medical Certificate? ☒ Yes ☐ No / R. Class of Certificate 3RD	S. Date Issued 06/30/95	T. Name of Examiner HENRY R. COOKE, MD	
U. Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances ☐ Yes ☒ No		V. Date of Final Conviction	
W. Glider or Free Balloon Pilots only: *Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon.*	Signature	X. Date	

II Certificate or Rating Applied For on Basis of:

☐ A. Completion of Required Test	1. Aircraft to be used (if flight test required)	2a. Total time in this aircraft hours	2b. Pilot in command hours
☐ B. Military Competence Obtained in	1. Service	2. Date Rated	3. Rank or Grade and Service Number
	4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.		
☐ C. Graduate of Approved Course	1. Name and Location of Training Agency or Training Center		1a Certification Number
	2. Curriculum From Which Graduated		3. Date
☐ D. Holder of Foreign License Issued By	1. Country	2. Grade of License	3. Number
	4. Ratings		
☐ E. Completion of Air Carrier's Approved Training Program	1. Name of Air Carrier	2. Date	3. Which Curriculum ☐ Initial ☐ Upgrade ☐ Transition

III Record of Pilot time *(Do not write in the shaded areas.)*

	Total	Instruction Received	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instruction Received	Night Take-off/ Landing	Night Pilot in Command	Night Take-off/ Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
Airplanes	350	80	270	250	20	10	45	35	25	17	25	55	48					
Rotor-craft																		
Gliders																		
Lighter than Air																		
Training Device Simulator																		

IV Have you failed a test for this certificate or rating? ☐ Yes ☒ No **Within the Past 30 days?** ☐ Yes ☒ No

V Applicant's Certification — I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant *James Charles Flyswell* Date 09/19/95

FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	RTE		RATING (1)

FAA Form 8710-1 (7-92) Supersedes Previous Edition

The applicant has successfully completed the _____ test.
recommended for certification or rating without further _____

Date	Agency Name and Number	Official's Signature
		Title

Designated Examiner's Report

☐ Student Pilot Certificate Issued *(Copy attached)*
☐ I have personally reviewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of FAR 61 for the pilot certificate or rating sought.
☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.
☐ I have personally tested and/or verifified this applicant in accordance with pertinent procedures and standards with the result indicated below.
☐ Approved—Temporary Certificate Issued *(Copy Attached)*
☐ Disapproved—Disapproval Notice Issued *(Copy Attached)*

Location of Test (Facility, City, State)	Duration of Test		
	Ground	Simulator	Flight

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)

Date	Examiner's Signature	Certificate No.	Designation No.	Designation Expires

Evaluator's Record For Airline Transport Certificate/Rating Only

	Inspector	Examiner	*Signature*	Date
Oral	☐	☐		
Approved Simulator/Training Device Check	☐	☐		
Aircraft Flight Check	☐	☐		
Advanced Qualification Program	☐	☐		

Inspector's Report

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

☒ **Approved**—Temporary Certificate Issued ☐ **Disapproved**—Disapproval Notice Issued

Location of Test *(Facility, City, State)*	Duration of Test		
SCOTTSDALE, AZ	Ground NA	Simulator NA	Flight NA

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)
PRIVATE PILOT	NA	NA

☐ Student Pilot Certificate issued
☐ Examiner's Recommendation
☐ ACCEPTED ☐ REJECTED
☐ Reissue or Exchange of Pilot Certificate
☐ Special medical test conducted—report forwarded to Aeromedical Certification Branch, AAM-130

☒ Certificate or Rating Based on
☐ Military Competence
☐ Foreign License
☐ Approved Course Graduate
☒ Other Approved FAA Qualification Criteria (logbook record)
☒ Certificate Issued
☐ Certificate Denied

☐ Instructor ☐ Flight ☐ Ground
☐ Renewal ☐ Approved
☐ Reinstatement ☐ Disapproved
Instructor Renewal Based on
☐ Activity ☐ Training Course
☐ Acquaintance ☐ Test

Training Course (FIRC) Name	Graduation Certificate No.	Date

Date	Inspector's Signature	FAA District Office
09/29/95	John L. Hightower	AWP FSDO 07

Attachments:

☐ Student Pilot Certificate (copy)
☐ Report of Written Examination
☒ Temporary Pilot Certificate (copy)

☒ Airmans Identification (ID)
Form of ID: ARIZONA DRIVER'S LICENSE
Number: 123456789
Expiration Date: 03/17/96

☐ Notice of Disapproval
☒ Superseded Pilot Certificate
☐ Answer Sheet Graded
☐ Answer Sheet Graded (Foreign Instrument)

★U.S.GPO: 1993 J-769-399

I. UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. 052603030

THIS CERTIFIES THAT IV. JOHN (NMN) DOE
V. 751 SOUTH MAIN STREET
KEYWANA, NM 80010

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
06/27/47	73 IN.	180	BROWN	GREEN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

PRIVATE PILOT

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE ENGINE LAND

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 09/28/90

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 10/25/94

X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley Crusher
WESLEY CRUSHER

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. AWP FSDO 07

DATE DESIGNATION EXPIRES --

vii. AIRMAN'S SIGNATURE John Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

[*Date of endorsement, flight instructor's name, certificate number, and expiration date.*]

FAR § 61.95(b)

I certify that [*name of student*] has received ground instruction on operations at [*name of airport in Class B airspace*]. I have given flight instruction on operations at [*name of airport in Class B airspace*] to [*name of student pilot*] and have found him/her competent to conduct solo flight at [*name of airport in Class B airspace, e.g., Washington Executive Airport*].

[*Date of endorsement, flight instructor's name, certificate number, expiration date.*]

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Original certification: 1504
- Additional category, class, or instrument rating: 1505

3. OBJECTIVE. The objective of this task is to determine if the applicant meets the requirements for certification as a commercial pilot under Federal Aviation Regulations (FAR) Part 61, Subpart E. Successful completion of this task results in the issuance of a Temporary Airman Certificate - Commercial Pilot, a Notice of Disapproval, or a Letter of Discontinuance.

5. GENERAL.

A. Airworthiness Coordination. The inspector conducting the practical test, or an airworthiness inspector, should review the aircraft maintenance records, aircraft logbook, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for the practical test. After review, return the documents to the applicant.

B. Pilot-in-Command (PIC) Duties. FAR § 61.139 allows a commercial pilot to act as PIC of an aircraft for compensation or hire. During the practical test, inspectors should determine whether the applicant is aware of the types of flight operations and other regulatory requirements found in FAR Parts 133, 135, and 137 that affect these privileges.

C. Medical Certificates. With the exception of glider and free balloon pilots whose medical statement is signed on Federal Aviation Administration (FAA) Form 8710-1, Airman Certificate and/or Rating Application, the applicant must have a current second class medical certificate to be eligible for original issuance of a commercial pilot certificate.

D. Concurrent Private and Commercial Testing. A private pilot certificate with an airplane category rating is a requirement for a commercial pilot certificate with an airplane rating. If the applicant does not hold a private pilot airplane certificate, the applicant must meet all of the prerequisites for a private pilot certificate, including the private pilot knowledge test and satisfactory completion of private pilot practical test requirements. The applicant may, at the inspector's or examiner's discretion, take the private and commercial practical tests concurrently during a single flight; however, the applicant must satisfactorily accomplish testing on all private pilot requirements before the inspector or examiner may begin testing on the commercial requirements. The process requires the completion of two certification files and two Temporary Airman Certificates (or a Notice of Disapproval of Application, as applicable).

7. ESTABLISHING ELIGIBILITY.

A. Graduate of an Approved School. Under the provisions of FAR § 61.71(a), an applicant that presents an appropriate graduation certificate within 60 days after the date of graduation from an approved pilot school, certificated under FAR Part 141, is considered to meet the AERONAUTICAL EXPERIENCE requirements of FAR §§ 61.129, 61.131, 61.133, 61.135, or 61.137, as applicable. However, the applicant is NOT considered to have met the AERONAUTICAL KNOWLEDGE and FLIGHT PROFICIENCY requirements of FAR §§ 61.125 and 61.127. The applicant must present evidence of compliance with these requirements.

B. Graduate of an Approved School With Examining Authority. Under the provisions of FAR § 61.71(b), an applicant who graduated from an approved pilot school WITH EXAMINING AUTHORITY is considered to meet the applicable knowledge and skill requirements for a commercial pilot certificate if the applicant applies within 90 days of graduation and the school is authorized to test applicants on aeronautical knowledge and skill.

C. Not a Graduate of an Approved School. If the applicant is not a graduate of an approved pilot school, or has not applied for a commercial pilot cer-

pilot certificate that were not removed before the commercial certificate was issued must be placed on the commercial certificate, unless the applicant demonstrates or presents evidence that the limitations no longer apply.

11. CATEGORIES AND CLASSES. With the exception of commercial glider certificates, a class rating must also be placed on commercial pilot certificates.

A. Airplane Class Ratings. The following class ratings are originally issued or added to commercial pilot airplane certificates.

(1) SINGLE-ENGINE LAND

(2) MULTIENGINE LAND

(3) SINGLE-ENGINE SEA

(4) MULTIENGINE SEA

B. Rotorcraft Class Ratings. The following class ratings are originally issued or added to commercial pilot rotorcraft certificates.

(2) A commercial pilot with a lighter-than-air category rating may instruct in free balloons or airships, as appropriate. The commercial practical test standards (PTS) for Commercial Lighter-Than-Air, Free Balloon (Airborne Heater) contains areas of operations that specifically test flight instructor responsibilities.

(3) At their discretion, inspectors are authorized to omit Area of Operation I, Fundamentals of Instructing, when conducting practical tests for those airmen who hold a current flight instructor certificate and who are applying for a commercial pilot certificate with a lighter-than-air category and an airship, free balloon (airborne heater) or free balloon (gas) rating. In addition, inspectors are authorized to use applicable portions of the Free Balloon (Airborne Heater) PTS when conducting initial practical tests for free balloon (gas) certification.

FAA policies, and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination. This task requires coordination with the airworthiness unit and with the airman records section of the Airmen Certification Branch, AFS-760.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 141, and 187 (Appendix A, Fees)
- FAA-S-8081-2, Commercial Pilot Practical Test Standards, and the references listed within
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Airman Certificate (figure 6-3)
- FAA Form 8060-5, Notice of Disapproval of Application (figure 6-1)
- FAA Form 8710-1 (figure 6-4)

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

(1) a properly completed FAA Form 8710-1;

(2) a private pilot certificate (if for original commercial pilot certification airplane category only);

(3) a student certificate (required for categories other than airplane);

(4) a commercial pilot certificate (if for an additional category or class rating);

(5) FAA Form 8500-9, Airman Medical Certificate and Statement of Demonstrated Ability (SODA), if applicable;

(6) [illegible] tiating the flight experience shown on the application form;

(9) the aircraft maintenance records;

(10) the aircraft airworthiness certificate;

(11) the aircraft registration;

(12) an acceptable form of photo identification; and

(13) the Federal Communications Commission (FCC) aircraft station license, if applicable.

B. Applicant Arrives for Appointment.

(1) Collect the documents listed above.

(2) Open PTRS file.

C. Review Application.

(1) In Section I, ensure that the applicant has checked "Commercial." If the applicant is seeking a rating (other than an instrument rating), ensure that he or she has checked "Additional Aircraft Rating."

(2) Check the application for accuracy, using the instructions attached to FAA Form 8710-1 and guidance found in volume 2, chapter 1, section 4 of this handbook.

(3) Ensure that the flight instructor has signed the endorsement block no more than 60 days before the application was submitted.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on FAA Form 8710-1. (See volume 2, chapter 1, section 4, paragraph 5 of this handbook.)

(1) If the applicant's identity can be verified, proceed with the task.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with appropriate identification to reapply.

(FAR §§ 61.123, 61.125, 61.127, 61.129, 61.131, 61.133, 61.135, and 61.137). The following list expands on the basic requirements.

(1) If the applicant proposes to operate powered aircraft, ensure that the medical certificate (FAA Form 8420-2) is current. If the applicant proposes to operate only gliders or balloons, have the applicant complete the medical self-certification portion (Blocks W and X) of FAA Form 8710-1.

(2) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it does not bear any limitation that would make a special medical flight test necessary. If a special medical flight test is necessary, see volume 2, chapter 27 of this handbook.

(3) Have the applicant present proof of aeronautical knowledge and flight proficiency in accordance with FAR §§ 61.125 and 61.127. Use an acceptable logbook or other reliable record that conforms to FAR § 61.51 requirements.

(4) Check the record of flight time in Section III of the application to determine if the applicant has the minimum aeronautical experience required for the certificate and ratings sought under FAR Part 61 or 141.

(5) Check FAA Form 8710-1 to determine if the applicant has failed the commercial pilot practical test within the past 30 days (first failure only). If so, check FAA Form 8710-1 for the required certified flight instructor's signature verifying that the applicant has received the necessary additional instruction as a result of the failure.

(6) Request and examine any one of the following documents as acceptable evidence of having passed the knowledge test:

(a) an Airman Knowledge Test Report;

(b) a test report from an approved computerized knowledge test facility; or

(c) a test report from an approved school with knowledge test examining authority.

applicant wishes to take the tests for both the private pilot and the commercial pilot certificates and the inspector or examiner concurs, request the applicant to present two separate applications and instructor endorsements, one for the private test and one for the commercial test. The process requires the completion of two certification files and two Temporary Airman Certificates (or a Notice of Disapproval of Application, as applicable).

(b) If the applicant holds an unrestricted private pilot or higher grade certificate with an airplane rating from an International Civil Aviation Organization (ICAO) member state, the applicant meets the requirements of FAR § 61.129(a) without taking the private pilot knowledge and practical tests.

(8) Ensure that second-in-command (SIC) pilot time was acquired in an aircraft with a type certification that requires an SIC or in an aircraft operated in compliance with an FAR that requires an SIC.

F. Airmen Requirements for Additional Category and Class Rating. These requirements are the same as in paragraph 5E of this section; however, the knowledge test is not required if the applicant already has a powered aircraft rating. The applicant must present at least a third-class medical certificate for an additional category/class rating in a powered aircraft.

G. Aircraft Requirements. The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for a practical test. After review, return the documents to the applicant.

H. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

I. Conduct Practical Test. After determining the applicant is eligible and meets all prerequisites for

retest, the inspector must test the applicant in all areas.

(2) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance (figure 6-2). Return the application and all submitted documents to the applicant. Close PTRS.

J. Unsatisfactory Performance. If an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons.

(1) Give credit for areas of operation that were satisfactorily completed.

(2) Prepare in duplicate FAA Form 8060-5 (figure 6-1) as shown in volume 2, chapter 1, section 6 of this handbook. In addition to the instructions provided in volume 2, chapter 1, section 6, perform the following.

(a) If specific areas of operations need to be repeated, record them on FAA Form 8060-5.

(b) Indicate the number of practical test failures on FAA Form 8060-5.

(3) Forward the certification file to the Airmen Certification Branch, AFS-760.

(4) Return all submitted documents not forwarded to AFS-760 to the applicant.

K. Satisfactory Performance. Issue FAA Form 8060-4 when the applicant has met all requirements for a commercial pilot certificate.

(1) Prepare FAA Form 8060-4 (figure 6-3) in duplicate as in volume 2, chapter 1, section 5 of this handbook.

(2) Enter the following operating limitations (when appropriate) in the space provided on the Temporary Airman Certificate.

(a) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF ENGLISH" if the airman does not read, speak, and understand the English language.

(e) Enter "NOT VALID FOR FLIGHTS REQUIRING THE USE OF RADIO" if the airman is hearing-impaired and/or speech-impaired.

(f) Enter "NOT VALID FOR CARRIAGE OF PERSONS FOR HIRE IN AIRPLANES ON CROSS-COUNTRY FLIGHTS OF MORE THAN 50 NAUTICAL MILES OR AT NIGHT" if the airman has no instrument rating.

(3) If an instrument rating is added to a certificate using a single-engine airplane, and the applicant has a multiengine rating (land or sea), enter a visual flight rules (VFR) limitation for those multiengine privileges.

(4) If the pilot certificate is issued in a foreign country, see FAR § 61.13(a) and FAR Part 187, Appendix A.

(5) Complete the inspector certification section and sign the reverse side of FAA Form 8710-1.

(6) Forward the completed file to AFS-760.

(7) Return all submitted documents not forwarded to AFS-760 to the applicant.

L. Program Tracking and Reporting Subsystem. Complete FAA Form 8000-36 in accordance with the PPM.

7. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Temporary Airman Certificate - Commercial Pilot

B. Notice of Disapproval

C. Letter of Discontinuance

9. FUTURE ACTIVITIES.

A. Applicant may return for an added category, class, or type rating.

B. Applicant may return for an upgraded certificate.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM UPON APPLICATION FOR REEXAMINTION

NAME AND ADDRESS OF APPLICANT
MARK THOMAS BROWN
1212 ELMWOOD DRIVE
BRISTLEWOOD, MD 23010

CERTIFICATE OR RATING SOUGHT
COMMERCIAL PILOT
HELICOPTER

On the date shown, you failed the examination indicated below:

☐ FLIGHT ☐ ORAL ☒ PRACTICAL

AIRCRAFT USED *(Make and Model)*	FLT. TIME RECORDED IN LOGBOOK		
	PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL
BELL 47	750	85	150

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

VII. EMERGENCY OPERATIONS
TASK B, POWER FAILURE AT ALTITUDE
TASK D, SYSTEMS AND EQUIPMENT MALFUNCTIONS

(FIRST FAILURE)

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.
08-14-95	John L. Lightower	ANM FSDO 03

FAA Form 8060-5 (5-80)

On this date you successfully completed the oral portion of the practical test for a [*indicate grade*] certificate with an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate a date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

- Indicate pilot operations completed on the test

After [*indicate expiration date*] you must repeat the entire practical test.

This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signed by the inspector conducting the practical test*]

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

III. CERTIFICATE NO. 123984567

THIS CERTIFIES THAT IV. MARK THOMAS BROWN

V. 1212 ELMWOOD DRIVE
BRISTLEWOOD, MD 23010

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
05-05-69	72 IN.	165	BROWN	BLUE	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE ENGINE LAND
ROTORCRAFT - HELICOPTER
INSTRUMENT AIRPLANE

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 07-24-91

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 08-14-95

X. SIGNATURE OF EXAMINER OR INSPECTOR John J. Hightower

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. ANM FSDO 03

DATE DESIGNATION EXPIRES --

VII. AIRMAN'S SIGNATURE Mark Thomas Brown

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

The applicant has successfully completed our _____ course, and is recommended for certification or rating without further _____ test.

Date	Agency Name and Number	Official's Signature / Title

Designated Examiner's Report

☐ Student Pilot Certificate Issued *(Copy attached)*

☐ I have personally reviewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of FAR 61 for the pilot certificate or rating sought.

☐ I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate.

☐ I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below.

☐ Approved—Temporary Certificate Issued *(Copy Attached)*

☐ Disapproved—Disapproval Notice Issued *(Copy Attached)*

Location of Test (Facility, City, State)	Duration of Test: Ground	Simulator	Flight

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)

Date	Examiner's Signature	Certificate No.	Designation No.	Designation Expires

Evaluator's Record For Airline Transport Certificate/Rating Only

	Inspector	Examiner	*Signature*	Date
Oral	☐	☐		
Approved Simulator/Training Device Check	☐	☐		
Aircraft Flight Check	☐	☐		
Advanced Qualification Program	☐	☐		

Inspector's Report

I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.

☒ **Approved**—Temporary Certificate Issued ☐ **Disapproved**—Disapproval Notice Issued

Location of Test *(Facility, City, State)*	Duration of Test: Ground	Simulator	Flight
BOEING FIELD, SEATTLE, WA	2.0	—	2.0

Certificate or Rating for Which Tested	Type(s) of Aircraft Used	Registration No.(s)
COMMERCIAL PILOT ASEL	C-182RG	N6978X

☐ Student Pilot Certificate issued

☐ Examiner's Recommendation

☐ ACCEPTED ☐ REJECTED

☐ Reissue or Exchange of Pilot Certificate

☐ Special medical test conducted—report forwarded to Aeromedical Certification Branch, AAM-130

☐ Certificate or Rating Based on

☐ Military Competence

☐ Foreign License

☐ Approved Course Graduate

☐ Other Approved FAA Qualification Criteria

☒ Certificate Issued

☐ Certificate Denied

☐ Instructor ☐ Flight ☐ Ground

☐ Renewal ☐ Approved

☐ Reinstatement ☐ Disapproved

Instructor Renewal Based on

☐ Activity ☐ Training Course

☐ Acquaintance ☐ Test

Training Course (FIRC) Name	Graduation Certificate No.	Date

Date	Inspector's Signature	FAA District Office
09-27-95	Thomas Hightower	ANM FSDO 01

Attachments:

☐ Student Pilot Certificate (copy)

☒ Report of Written Examination

☒ Temporary Pilot Certificate (copy)

☒ Airmans Identification (ID)

WASHINGTON DRIVER'S LICENSE

Form of ID

543914701

Number

10/31/96

Expiration Date

☐ Notice of Disapproval

☒ Superseded Pilot Certificate

☐ Answer Sheet Graded

☐ Answer Sheet Graded (Foreign Instrument)

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1506

3. OBJECTIVE. The objective of this chapter is to provide background to enable the inspector to determine if an applicant is eligible for an instrument rating under Federal Aviation Regulations (FAR) § 61.65. Successful completion of this task results in the issuance of a Temporary Airman Certificate with an instrument rating, a Notice of Disapproval of Application, or a Letter of Discontinuance.

5. GENERAL.

A. Instrument Rating.

(1) The instrument rating requires instruction in very high frequency omni-directional radio range (VOR), automatic direction finder (ADF), and instrument landing system (ILS) approaches. Because ADF and ILS instrument approach facilities may not be available in some areas, certain approved airborne or ground training devices may be used for the simulation of ILS, ADF and VOR approaches during training.

(2) The knowledge test results for an airline transport pilot (ATP) certificate are not acceptable as evidence of aeronautical knowledge for an instrument rating.

B. Limitations. If an applicant holds both a single and multiengine rating on a pilot certificate, but has not demonstrated instrument proficiency in a multiengine aircraft, that airman's certificate must bear a limitation indicating that multiengine flight is permitted in visual flight rules (VFR) conditions only.

7. ESTABLISHING ELIGIBILITY.

A. Graduate of an Approved School. If an applicant graduated from an approved school, the applicant is considered to meet the knowledge and experience requirements of FAR § 61.65. If an applicant graduated from an Federal Aviation Administration (FAA)-approved pilot school within 60 days before application, FAR § 61.71(a) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of FAR § 61.65.

B. Graduate of an Approved School With Examining Authority. If an applicant graduated from an FAA-approved school with examining authority within 90 days before applying, FAR § 61.71(b) requires the applicant to present an appropriate graduation certificate. Otherwise, the applicant must meet the requirements of FAR § 61.65.

C. Not a Graduate of an Approved School. If an applicant is not a graduate of an FAA-approved school, establish the applicant's flight experience in accordance with FAR § 61.65. Official military pilot flight time records are acceptable toward meeting the requirements of FAR § 61.65.

9. TYPES OF INSTRUMENT RATINGS. An instrument-airplane rating is issued to an applicant who qualifies for an instrument rating in an airplane. An instrument-helicopter rating is issued to an applicant who qualifies for an instrument rating in a helicopter. The holder of an instrument rating who applies for an instrument rating in either category of aircraft is required to meet the pertinent experience requirements and pass the appropriate instrument knowledge examination and practical test. (Refer to FAA Order 8080.1 to determine the appropriate knowledge test.)

11. INSTRUMENTS REQUIRED FOR INSTRUMENT PILOT AIRPLANE RATING PRACTICAL TEST. Although appropriate flight instruments are considered to be those outlined in FAR Part 91 for flight under instrument flight rules (IFR), an applicant may elect to satisfy a portion of the instrument practical test in an airworthy aircraft that does not have all of the instruments required by FAR § 91.205(d), such as a partial panel aircraft with only turn, slip, and airspeed indicators. However, the applicant will need an aircraft equipped in accordance with FAR § 91.205(d) to complete the remaining required tasks for instrument certification. While it may be extremely difficult for the applicant to satisfactorily complete any portion of the instrument practical

§ 91.109(b)(2) requires a third-person observer whenever the safety pilot determines that vision is inadequate. The rule requires that a competent observer who adequately supplements the safety pilot's forward and side vision be in the aircraft during simulated instrument flight when the safety pilot does not have adequate vision forward and to each side of the aircraft. Inspectors should ensure that the subject of adequate vision, as it relates to instrument instruction, is discussed with flight instructors and examiners. It must be made clear that the most diligent and expert scanning by the instructor pilot is imperative, since the instructor pilot is normally the person aboard the aircraft best able to see and avoid other aircraft.

15. REQUIRED INSTRUMENT APPROACHES. FAR § 61.65(g) requires an applicant for an instrument rating to pass a practical test on instrument flight procedures. The Instrument Rating Practical Test Standards (PTS) requires the applicant to demonstrate the ability to perform the IFR operations required by FAR § 61.65(c) and (d). At least one of the required approaches must be demonstrated in flight. The inspector conducting the practical test may allow an applicant to perform the instrument approaches not selected for flight demonstration in a ground training device/simulator that meets the requirements of FAR § 141.41(a)(1).

17. USE OF AIRCRAFT NOT APPROVED FOR IFR OPERATIONS UNDER ITS TYPE CERTIFICATE FOR INSTRUMENT TRAINING AND/OR AIRMAN CERTIFICATION TESTING. The following paragraphs are intended to clarify the use of an aircraft not approved for IFR operations under its type certificate for instrument flight training and/or airman certification testing.

A. IFR Training in Visual Meteorological Conditions (VMC). Instrument flight training may be conducted during VMC in any aircraft that meets the equipment requirements of FAR §§ 91.109, 91.205, and, for an airplane operated in controlled airspace under the IFR system, FAR §§ 91.411 and 91.413. An aircraft may be operated on an (IFR) flight plan certificate data will indicate whether the aircraft meets the requirements for IFR operations.

(1) FAR § 91.9(a) prohibits aircraft operations without compliance with the operating limitations for that aircraft prescribed by the certificating authority.

(2) FAR § 91.9(b) prohibits operation of a U.S.-registered aircraft requiring an airplane or rotorcraft flight manual unless it has on board a current and approved airplane or rotorcraft flight manual or approved manual material, markings, and placards containing each operating limitation prescribed for that aircraft.

19. DISTANCE MEASURING EQUIPMENT (DME) ARC APPROACHES. DME arc transition flight paths may be used during approach and departure procedures. While the technique of arc flying is uncomplicated, it may cause considerable concern if an instrument pilot's first exposure to this type approach is encountered during actual IFR conditions. Therefore, the following should be considered.

A. Obstacle Clearance. In addition to difficulties that may be experienced when maintaining the prescribed arc, there is a general misunderstanding that obstacle clearance is provided throughout the entire sector containing the arc at the published arc altitude. For example, the published altitude along a prescribed arc may be 2,500 feet. This provides obstacle clearance of at least 1,000 feet for a 4 mile distance from either side of the centerline of the prescribed course.

B. Departing the Arc. Pilots should be cautioned that obstacle clearance to the final approach fix is not guaranteed if the aircraft departs the arc at other than the prescribed position, even if the published arc altitude is maintained.

C. Information Dissemination. Inspectors should ensure that the subject of flying DME arcs is brought to the attention of examiners, pilot schools, flight instructors, instrument-rated pilots, and air taxi operators to provide an awareness of the need to become familiar with the use of this procedure.

during training and practical testing. An example of a makeshift procedure would be the substitution of a published approach for one VOR on a different VOR.

A. Regulatory Requirement. FAR § 61.65(c)(3) and (d)(3) provide that an applicant for the instrument practical test (airplane or helicopter) must have received instrument flight instruction and have been found competent in instrument approaches to published minimums using the VOR, ADF, and ILS systems. FAR § 61.65(g) of that section states that the practical test must include instrument flight procedures selected by the inspector conducting the test to determine the applicant's ability to perform competently the IFR operations for which instruction is required by FAR § 61.65(c) or (d). From the above it is noted that the terms "published minimums" and "VOR, "ADF, and "ILS systems" are used. Since makeshift approaches are not a part of any system, the use of a makeshift approach would not meet the intent of the regulatory requirement and is not authorized.

B. Information Dissemination. Supervising inspectors should ensure that all examiners, pilot schools, and instructor personnel are informed that the regulations do not permit the use of approach procedures other than those outlined in FAR § 91.175(a) for the purpose of meeting the requirements of FAR § 61.65(c)(3), and (g).

23. PARTIAL PANEL SKILLS AND EARLY DETECTION OF INSTRUMENT FAILURE. Aircraft accidents have occurred during IFR operations in IMC when the failure or malfunction of certain instruments or equipment and the pilot's lack of competency in instrument partial panel skills may have contributed to the pilot's loss of control and the resulting accident.

B. Certification Standards. Current certification standards as outlined in the PTS and pertinent rules of FAR Part 61 describe the level of instrument competency that should be achieved during pilot training and which must be demonstrated during certification testing.

C. Inspector Responsibilities. Each inspector should take the necessary action to ensure the following:

(1) the matter of partial panel skills is brought to the attention of all flight and ground instructors and designated pilot examiners within the Flight Standards District Office's (FSDO) jurisdiction;

(2) FAR Part 141 approved instrument or instrument-related ground or flight school training course outlines (TCO) are reviewed and revised as necessary to ensure proper emphasis on the subject areas described herein;

(3) inspectors and pilot examiners should emphasize pilot competency in partial panel instrument skills during the training and testing of airmen in simulated emergency operations, particularly in aircraft that do not have redundant or dual, independently powered flight instrumentation systems;

(4) inspectors and pilot examiners should emphasize the early detection of malfunction or failure of either pressure/vacuum or electronic flight instruments or systems, particularly when the failure or malfunction would endanger the safety of the aircraft; and

(5) flight instructors and pilot examiners conducting instrument competency checks under FAR § 61.57(e)(2) should ensure that the pilot performing the instrument competency check demonstrates an accepted level of competency in partial panel skills.

B. Coordination. This task may require coordination with the airworthiness unit and with the Airman Records Section of AFS-760, Airmen Certification Branch.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 97, 141, and 187 (Appendix A, Fees)
- FAA-S-8081-4, Instrument Rating Practical Test Standards
- Advisory Circular (AC) 61-27, Instrument Flying Handbook
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Airman Certificate (figure 8-2)
- FAA Form 8710-1, Airman Certificate and/or Rating Application (figure 8-3)
- FAA Form 8060-5, Notice of Disapproval (figure 8-4)

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

(1) a properly completed FAA Form 8710-1;

(2) an airman certificate;

(3) an Airman Medical Certificate (FAA Form 8500-9) and Statement of Demonstrated Ability (SODA), if applicable;

(4) an airman knowledge test report, AC Form 8080-2;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration;

(10) a view limiting device;

(11) the aircraft flight manual; and

(12) the Federal Communications Commission (FCC) aircraft station license documents, if applicable.

B. Applicant Arrives for Appointment.

(1) Collect the documents listed above.

(2) Open PTRS file.

C. Review Application.

(1) In Section I, ensure that the applicant has checked the box labeled "Instrument."

(2) Check the application for accuracy, using the instructions on the form attachment.

(3) Check to make sure the flight instructor has signed the reverse side of the application no more than 60 days before the application.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. (See volume 2, chapter 1, section 4, paragraph 5 of this handbook.) Compare the identification with the personal information provided on FAA Form 8710-1.

(1) If the applicant's identity can be verified, proceed with issuing the certificate.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Instruct the applicant to return with appropriate identification to reapply.

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsification has been made, do not continue this task. (See volume 2, chapter 182 of this handbook.)

limited to VFR.

(b) Verify that the applicant for an instrument rating is able to read, speak, and understand the English language.

(c) If the applicant is not a graduate of an approved school, have the applicant establish flight experience in accordance with FAR § 61.65 in an acceptable logbook or other reliable record that conforms to FAR § 61.51 requirements.

(d) Check the record of flight time in Section III of the application to determine if the applicant has at least the minimum flight experience required for the rating sought (FAR § 61.65(e)).

(e) Verify that the applicant is credited with no more than 20 hours of instrument instruction in an instrument ground trainer acceptable to the Administrator that effectively duplicates the procedures or maneuvers necessary for the category of aircraft involved. Check that this 20 hours of instrument ground trainer time (if acceptable as instrument time under FAR § 61.65(e)(2)) has been logged specifically as instrument ground trainer instruction received.

(f) Verify that the ground trainer time, including Levels A through D simulators, is certified by an authorized instructor. Credit all allowed instrument ground trainer time toward total pilot time.

(g) Inspect the applicant's medical certificate to make sure it is at least a valid third class medical certificate and it does not bear any limitation making a special medical flight test necessary for the issuance of the instrument rating. Graduates of approved pilot schools must show a valid second class medical certificate. (If a special medical flight test is necessary, see volume 2, chapter 27 of this handbook.)

(h) If the applicant holds an instrument rating and is applying for an instrument rating in another category of aircraft, check to see if the applicant meets the experience requirements of FAR § 61.65 and that the applicant has passed the appropriate instrument knowledge examination.

(i) Check FAA Form 8710-1 to determine if the applicant has failed the Instrument Rating Practical requirements of FAR § 61.65.

(k) Request and examine one of the following documents as acceptable evidence of having passed the knowledge test:

i. an airman knowledge test report;

ii. a test report from a knowledge test examining facility; or

iii. a test report from an authorized computerized knowledge test facility.

(2) Check the reverse side of the FAA Form 8710-1 for the instructor's signature in the recommendation section. Verify that the applicant has received instrument instruction in the last 60 days from a certificated instrument flight instructor.

(3) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

F. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

G. Conduct Practical Test. After determining that the applicant is eligible and meets all prerequisites for the instrument rating, conduct the practical test.

(1) Use the procedures and maneuvers outlined in the Instrument Rating PTS, FAA-S-8081-4, for the appropriate category and class of aircraft.

(2) An applicant for retesting should normally receive credit for those pilot operations successfully completed on the previous practical examination(s). However, an inspector will re-examine the applicant on all pilot operations required for a pilot certificate or rating after more than 60 days have elapsed, or when the inspector has reason to doubt the applicant's

applicant of the reasons.

(1) Give credit for operations that were passed.

(2) Prepare in duplicate FAA Form 8060-5 (figure 8-4). In addition to the instructions in volume 2, chapter 1, section 6 of this handbook for completing FAA Form 8060-5:

(a) if specific areas of operation need to be repeated, record them on the form;

(b) indicate the number of practical test failures by the applicant for this certificate or rating on the form; and

(c) forward the certification file to AFS-760.

(3) Return all submitted documents not forwarded to AFS-760 to the applicant.

I. Satisfactory Performance. Issue FAA Form 8060-4, Temporary Airman Certificate, including all of the applicant's previous ratings and the appropriate instrument rating to the applicant.

(1) Prepare the certificate in duplicate as per volume 2, chapter 1, section 5 of this handbook (figure 8-2).

(2) Indicate the appropriate instrument rating on the certificate:

(4) If the pilot certificate is issued in a foreign country, see FAR § 61.13(a) and FAR Part 187, Appendix A.

(5) Complete the inspector certification section and sign the reverse side of FAA Form 8710-1.

(6) Forward the completed file to AFS-760.

(7) Return all submitted documents not forwarded to AFS-760 to the applicant.

J. Program Tracking and Reporting Subsystem. Complete FAA Form 8000-36 in accordance with the PPM.

7. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Temporary Airman Certificate

B. Notice of Disapproval

C. Letter of Discontinuance

9. FUTURE ACTIVITIES.

A. Pilot may return for another grade of airman certificate.

B. Pilot may return for an additional category or class rating.

with an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

- [*Indicate pilot operations completed on the test*]

After [*indicate expiration date*] you must repeat the entire practical test. This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signed by inspector conducting practical test*]

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE**

iii. CERTIFICATE NO. 123456789

THIS CERTIFIES THAT IV. JAMES RONALD DOE
V. 321 EVERMORE STREET
OREISEE, UT 80222

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
03-17-63	72 IN.	160	BROWN	BLUE	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

COMMERCIAL PILOT

RATINGS AND LIMITATIONS

XII. ROTORCRAFT - HELICOPTER AND GYROPLANE
INSTRUMENT HELICOPTER

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 05-05-89

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 08-14-95

X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley Crusher
WESLEY CRUSHER

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. ANM FSDO 07

DATE DESIGNATION EXPIRES --

vii. AIRMAN'S SIGNATURE James Ronald Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

A. Name (Last, First, Middle)	B. SSN (US Only)	C. Date of Birth (Mo. Day Year)	D. Place of Birth
ALBERTS, STEVEN GARY	DO NOT USE	02-14-64	LAS VEGAS, NV

E. Address (Please See Instructions Before Completing)	F. Nationality (Citizenship) Specify	G. Do you read, speak and understand English?
1999 E STREET	☒ USA ☐ Other _____	☒ Yes ☐ No

City, State, Zip Code	H. Height	I. Weight	J. Hair	K. Eyes	L. Sex
GROOM LAKE, NV 51329	68 In.	160 Lbs.	BALD	BLUE	☒ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate?	N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued
☒ Yes ☐ No	PRIVATE	684296111	09-18-91

Q. Do you hold a Medical Certificate?	R. Class of Certificate	S. Date Issued	T. Name of Examiner
☒ Yes ☐ No	3RD	07-17-94	RAYMOND DUNCAN, MD

U. Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances	V. Date of Final Conviction
☐ Yes ☒ No	

W. Glider or Free Balloon Pilots only:	*Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon.*	Signature	X. Date

II Certificate or Rating Applied For on Basis of:

☒ A. Completion of Required Test	1. Aircraft to be used (if flight test required): PIPER PA 28R	2a. Total time in this aircraft: 52 hours	2b. Pilot in command: 151 hours
☐ B. Military Competence Obtained in	1. Service	2. Date Rated	3. Rank or Grade and Service Number
	4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.		
☐ C. Graduate of Approved Course	1. Name and Location of Training Agency or Training Center		1a Certification Number
	2. Curriculum From Which Graduated		3. Date
☐ D. Holder of Foreign License Issued By	1. Country	2. Grade of License	3. Number
	4. Ratings		
☐ E. Completion of Air Carrier's Approved Training Program	1. Name of Air Carrier	2. Date	3. Which Curriculum ☐ Initial ☐ Upgrade ☐ Transition

III Record of Pilot time *(Do not write in the shaded areas.)*

	Total	Instruction Received	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instruction Received	Night Take-off/ Landing	Night Pilot in Command	Night Take-off/ Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
Airplanes	214	63	20	151		12	12	90	21	1	22	43	22					
Rotor-craft																		
Gliders																		
Lighter than Air																		
Training Device Simulator		23							23									

IV Have you failed a test for this certificate or rating? ☐ Yes ☒ No **Within the Past 30 days?** ☐ Yes ☒ No

V Applicant's Certification — I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant: Steven Gary Alberts Date: 02-26-95

FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	WITE	RATING (1)

FAA Form 8710-1 (7-92) Supersedes Previous Edition

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM UPON APPLICATION FOR REEXAMINTION

NAME AND ADDRESS OF APPLICANT	CERTIFICATE OR RATING SOUGHT
JAMES ROBERT DUNN 321 EVERMORE STREET OREISEE, UT 80202	INSTRUMENT HELICOPTER

On the date shown, you failed the examination indicated below:

☐ FLIGHT ☐ ORAL ☒ PRACTICAL

AIRCRAFT USED *(Make and Model)*	FLT. TIME RECORDED IN LOGBOOK		
	PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL
BELL 206	1600	200	250

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

VI. INSTRUMENT APPROACH PROCEDURES
TASK B. NDB INSTRUMENT APPROACH PROCEDURE

(FIRST FAILURE)

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.
12-12-94	John I. Hightower JOHN I. HIGHTOWER	ANM FSDO 07

FAA Form 8080-5 (5-80)

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM ACTIVITY CODES.

- Oral: 1514
- Simulator: 1515
- Aircraft: 1516

3. OBJECTIVE. The objective of this chapter is to provide background and policy to enable the inspector to determine if an applicant is eligible to receive an initial or additional type rating for a private, commercial, or airline transport pilot (ATP) certificate under Federal Aviation Regulations (FAR) Part 61. Successful completion of this task results in the issuance of a Temporary Airman Certificate with a type rating or a Notice of Disapproval of Application.

5. GENERAL.

A. Flight Instructor Recommendation. For an applicant applying for a type rating only, the Instructor's Recommendation section of Federal Aviation Administration (FAA) Form 8710-1, Airman Certificate and/or Rating Application, need not be signed. If the applicant is applying for a type rating to be added to an ATP certificate or for the original issuance of an ATP certificate in an airplane requiring a type rating, the applicant must have an endorsement in the person's logbook or training records from an authorized instructor certifying satisfactory completion of the training required by FAR § 61.157(f).

B. Evaluator's Record. The Evaluator's Record for Airline Transport Certificate/Rating Only section of FAA Form 8710-1 must be signed on the appropriate lines, even if the type rating is to be at the private or commercial level.

(1) Pilots who apply for type rating practical tests in aircraft for which the pilot is required to hold a type rating as a single-pilot crewmember must satisfactorily demonstrate single-pilot competence in that aircraft. This requires that the pilot demonstrate, without assistance, the appropriate maneuvers and procedures involving the skills and knowledge necessary for safe and efficient single-pilot operation during the practical test.

(2) The holder of a CE-500 pilot type rating is entitled to pilot-in-command (PIC) type rating privileges in the models 500, 501, 550, 551, S550, and 560; however, models 500, 550, S550, and 560 require a second-in-command (SIC). An airman who obtains a pilot type rating as a single pilot in models 501 and 551 may operate models 500, 550, S550, and 560 as a member of a two-person crew.

NOTE: The "SECOND-IN-COMMAND REQUIRED" limitation is not to be placed on the Temporary Airman Certificate issued to an airman who satisfactorily accomplished a practical test in either the model 501 or 551. This limitation is appropriate only to the operation of Special FAR (SFAR) 41 airplanes.

(3) Successful completion of a practical test in any of the above Cessna models will qualify the applicant for the CE-500 pilot type rating.

(4) A model 501 or 551 practical test may be used to satisfy the requirements for the PIC proficiency check for any 500 model requiring an SIC.

C. Aircraft Certificated for Single-Pilot Operation Under SFAR 41. FAR § 91.531(a)(1) permits certain large airplanes certificated under SFAR 41 to be operated without a pilot who is designated as SIC if that airplane is type certificated for operation with one pilot.

(1) There are several types of SFAR 41 aircraft that use a single pilot crewmember. Type rating practical tests in these airplanes may be conducted with an SIC and without the type rating applicant demonstrating single pilot competency as required by the FAR. In 1985, the FAA issued a policy emphasizing the need for pilot type rating applicants to adhere to the proper type rating procedures. Pilots applying for type rating practical tests in airplanes type certificated for one pilot must satisfactorily accomplish the type rating practical test by demonstrating single pilot competency in the aircraft involved.

(3) Each pilot who elects option (b) above shall have the limitation "SECOND-IN-COMMAND REQUIRED" placed on the Temporary Airman Certificate. This limitation appears immediately following the applicable pilot type rating designation. The limitation may be removed if the pilot satisfactorily accomplishes a practical test including maneuvers and procedures specified in volume 2, chapter 1, section 10, paragraph 27 G of this handbook.

D. Aircraft Undergoing Certification. For type ratings in aircraft that are undergoing type certification

F. Medical Certificate. If an applicant is adding a type rating but not upgrading the pilot certificate, a valid third class medical certificate is required. However, if the applicant is adding a type rating and upgrading the pilot certificate (for example, from commercial pilot to ATP), then the valid medical certificate must be the class required for the grade of pilot certificate sought.

G. Rotorcraft Type Ratings. The procedures in this chapter are to be followed for issuing rotorcraft type ratings.

completed the appropriate initial type rating course or be considered "best qualified" by the regional office. The inspector must also have completed an initial or recurrent type rating course within the previous 12 months or hold a Letter of Authorization (LOA) or waiver authorizing that inspector to conduct the practical test.

B. Coordination. This task requires coordination with the airworthiness unit and with the airmen records section of the Airmen Certification Branch, AFS-760.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 141, and 187 (Appendix A, Fees)
- PTRS Procedures Manual (PPM)
- Advisory Circular (AC) 61-89D, Pilot Certificates: Aircraft Type Ratings
- FAA-S-8081-5, Airline Transport Pilot and Type Rating Practical Test Standards, and the references listed within
- The appropriate airman certification chapters when simultaneously conducting a certification and a type rating

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Airman Certificate (figure 9-5)
- FAA Form 8060-5, Notice of Disapproval of Application (figure 9-1)
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

(3) an appropriate class of medical certificate and a Statement of Demonstrated Ability (SODA), if applicable;

(4) a knowledge test report (if applicable);

(5) a school graduation certificate (if required by FAR § 61.71);

(6) personal logbooks or other record substantiating the flight experience shown on the application form;

(7) the aircraft maintenance records;

(8) the aircraft airworthiness certificate;

(9) the aircraft registration; and

(10) the Federal Communications Commission (FCC) aircraft station license documents, if applicable.

B. Applicant Arrives for Appointment.

(1) Collect the documents listed above.

(2) Open PTRS file.

C. Review Application. Check the application for accuracy, using the instructions in volume 2, chapter 1, section 4 of this handbook.

(1) In Section I of FAA Form 8710-1, ensure that the box labelled "Additional Aircraft Rating" has been checked. The remainder of the application must be completed as per volume 2, chapter 1, section 4 of this handbook and the instructions on the form attachment.

(2) In Section I, ensure that the applicant has checked the box appropriate for the grade of certificate to which the type rating is being added, either "Private," "Commercial," or "ATP." Ensure that the applicant has checked all the boxes that apply.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. (See volume 2, chapter 1, section 4, paragraph 5 of this handbook.) Compare the identification with the personal information provided on FAA Form 8710-1.

8710-1, or it appears that an attempt at falsification has been made, do not continue this task. (See volume 2, chapter 182 of this handbook.)

E. Establish Eligibility.

(1) Determine if an applicant for an ATP certificate meets the specific eligibility, knowledge, and experience requirements as listed in FAR §§ 61.151, 61.153, 61.155, and 61.157 for airplanes; FAR §§ 61.159, 61.161, and 61.163 for helicopters; and FAR § 61.165 for additional category ratings.

(a) Check to make sure an applicant for a type rating holds at least a private pilot certificate with an instrument rating. If the applicant does not hold the certificate or instrument rating, the applicant may simultaneously obtain them. However, if the applicant does not hold or wish to concurrently obtain an instrument rating, the applicant may be issued a type rating limited to visual flight rules (VFR), if appropriate under FAR § 61.63(d)(4). Limitation to VFR is contingent upon the aircraft's type certificate. (Refer to volume 2, chapter 5, 6, 7, or 8 of this handbook, as appropriate.)

(b) Inspect the applicant's medical certificate to make sure that it does not bear any limitation that would make a special medical flight test necessary for the issuance of the type rating. (If a special medical flight test is necessary, see volume 2, chapter 27 of this handbook.)

(c) Check FAA Form 8710-1 to determine if the applicant has failed a flight test within the past 30 days (first failure only). If so, check the recommendation section of the form for the required certified flight instructor's signature verifying that the applicant has received additional instruction as a result of the failure.

(2) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, FCC license if applicable; and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant. Flight briefing must be conducted before the practical test. (Refer to volume 2, chapter 1, section 3 of this handbook.)

(1) Use the procedures and maneuvers outlined in the appropriate practical test standards (PTS) for the category and class of aircraft for which a type rating is sought.

(2) the inspector may give an applicant who is retesting credit for those pilot operations successfully completed on the previous practical test, provided the test was conducted within 60 days before the retest. If the previous test was conducted more than 60 days before the retest, the applicant must be tested in all areas.

(3) When conducting type rating practical tests in turbojet airplanes for which a single pilot is authorized, ensure that the single pilot applicant satisfactorily performs all pilot duties without assistance.

(4) Require applicants for type ratings on aircraft not listed in figure 9-2 or 9-3 to present evidence that at least one aircraft of the type concerned has been issued a U.S. type certificate in accordance with FAR § 21.175 (as a standard airworthiness certificate or a special airworthiness certificate).

(5) The aircraft, if type certificated under FAR § 21.175(b), will not be operated for any purpose other than the purpose for which the special airworthiness certificate was issued.

H. Discontinuance. If the practical test is not completed for reasons other than proficiency (skill and knowledge), issue the applicant a Letter of Discontinuance (figure 9-4). Return the application and all other submitted documents to the applicant. Close PTRS.

I. Unsatisfactory Performance. If an applicant's practical test performance is unsatisfactory, terminate the practical test and inform the applicant of the reasons.

(1) Prepare FAA Form 8060-5 in duplicate as per volume 2, chapter 1, section 6 of this handbook. An example of a correctly completed form is found in figure 9-1. In addition to those instructions:

J. Satisfactory Performance. Issue FAA Form 8060-4 when the applicant has met all of the requirements for a type rating.

(1) Prepare FAA Form 8060-4 in duplicate as per volume 1, chapter 1, section 5 of this handbook (figure 9-5).

(2) Use this chapter, AC 61-89D, Pilot Certificates: Aircraft Type Ratings, and figure 9-2 or 9-3, as appropriate, for guidance on how to enter the type rating on FAA Form 8060-4.

(a) Enter all previous category, class, and type ratings including any limitations held by the applicant.

(b) List the type rating under the appropriate airman certificate privileges.

(3) On FAA Form 8060-4 (figure 9-5), enter the following operating limitations, when appropriate, as limitations rather than as a part of the type rating.

(a) Amphibian type ratings such as the CV-PBY5 with appropriate restrictions, such as "CV-PBY5 LIMITED TO SEA" unless proficiency has been demonstrated on both land and sea.

Appendix A.

(5) Forward the completed file to AFS-760.

(6) Return to the applicant all submitted documents not forwarded to AFS-760; for example, the applicant's personal logbook, Airman Medical Certificate, and school graduation certificate (if applicable).

K. Program Tracking and Reporting Subsystem. Complete FAA Form 8000-36 in accordance with the PPM.

7. TASK OUTCOMES. Completion of this task results in the issuance of one of the following:

A. Temporary Airman Certificate

B. Notice of Disapproval

C. Letter of Discontinuance

9. FUTURE ACTIVITIES.

A. Applicant may return for another type rating.

B. applicant may return for an upgraded certificate.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION–FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM UPON APPLICATION FOR REEXAMINTION

NAME AND ADDRESS OF APPLICANT	CERTIFICATE OR RATING SOUGHT
JOHN RONALD DOE 751 SOUTH MAIN STREET KEYWANA, NM 80010	TYPE RATING CE-500

On the date shown, you failed the examination indicated below:

☐ FLIGHT ☐ ORAL ☒ PRACTICAL

AIRCRAFT USED *(Make and Model)*	FLT. TIME RECORDED IN LOGBOOK		
	PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL
CESSNA CITATION 500	1050	100	180

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

V. INSTRUMENT PROCEDURES
TASK B. HOLDING PROCEDURES
TASK D. NONPRECISION INSTRUMENT APPROACH PROCEDURES
TASK E. CIRCLING APPROACH PROCEDURES
(First Failure) Oral Passed 08/12/95

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.
08/14/95	Rett H. Forman RETT H. FORMAN	ASW FSDO 01

FAA Form 8060–5 (5-80)

Armstrong Whitworth Aircraft, Ltd., UK	Argosy AW 650	Armstrong Whitworth AW-650	AW-650
Avions Dassault, General Aeronautique Marcel, Dassault, France	Mystere 10 Falcon		DA-10
	mystere 20 Falcon, Fan Jet	GAMD/SUD-20	DA-20
	Falcon 50, 900		DA-50
	Fan Jet Model 200		DA-200
Beech Aircraft Corp., USA Witchita, KS	BE-200T/200TC (restricted)		BE-200
	BE-300, BE-350, BE-300LW, BE-B300		BE-300
	BE-300FF		BE-300F
	BE1900, BE1900C, BE1900D, C-12J		BE-1900
	BE-2000 Starship		BE-2000
	BE-2000S (single pilot)		BE-2000S
	Diamond I, MU-300, MU-300-10	MU-300	MU-300, BE-400
Boeing Co., USA	B-17	Boeing B-17	B-17
	247-D	Boeing 247	B-247
	314	Boeing 314	B-314
	S-307, SA-307	Boeing 307	B-307
	377, C-97, YC-97	Boeing 377	B-377
	707, 720, C-135, E3-A, E6-A/B C-18B, EC-18B, EC-18D	Boeing 707/720	B-707, B-720
	727	Boeing 727	B-727
	737/100/200/300/400/500, T-43	Boeing 737	B-737
	747, E-4, 747SP	Boeing 747	B-747
	B-747-400		B-747-4
	757, 767	Boeing 757, 767	B-757, B-767
Breguet, France	Fauvette 905A		BG-905
Bristol Aircraft Ltd., UK	Britannia 305		BR-305

	Jetstream Series 200 jetstream 3101 jetstream 3201		
	Jetstream 4100		BA-4100
	Concorde SST		CONCRD
British Aircraft Corp., UK	BAC 1-11	BAC-1-11	BA-111
Bushmaster Aircraft	Bushmaster 2000		BU-2000
Canadair, Ltd., Canada	CL-44 (Yukon)	Canadair	CL-44
	CL-215		CL-21
	(Challenger) CL-600 (Challenger) CL-601, CL-6013A		CL-600
	CL600-2B19		CL-65
Cessna Aircraft Corp., USA	Cessna 500 Series, T-47		CE-500
	CE-525		CE-525
	CE-525 (single pilot)		CE-525S
	Citation III, Model 650 Citation VI, VII		CE-650
Chase (also Roberts Aircraft Co.), USA	YC-122	Chase YC-122	YC-122
Consolidated Vultee Aircraft	(See General Dynamics Corp.)		
Convair	(See General Dynamics Corp.)		
Constructiones Aeronauticas S.A.	CASA (Model) C-212-CB		CA-212
	C-235		CN-235
Curtiss-Wright Corp., USA	Commando CW-20	Curtis-Wright C-46	CW-46
Dart Aircraft Corp.	(See General Dynamics Corp.)		
deHavilland Aircraft of Canada Ltd., Canada	Caribou 4A USAF C-7A, Army CV-2	deHavilland Caribou DH-4	DH-4
	DHC-7		DHC-7
(See Hawker Siddeley)	DHC-8		DHC-8
Dee Howard Co., USA	Howard 500	Howard 500	HW-500
Dornier, Deutsch Aerospace, Friedrickshafen, Germany	Dornier 223-201/101/212		DO-223

Empresa Brasileira de Aeronautica, Brazil	EMB-110P1, P2, P3		EMB-110
	EMB-120		EMB-120
Fairchild Aircraft Corp., USA and Fokker, The Netherlands	Friendship F-27 F-227	Fairchild F-27/227	F-27
	C-119C		FA-119C
	C-123		FA-C123
Fairchild Hiller	C-82A		C-82A
Fokker, Netherlands	Fellowship F-28 (Models 1000 & 4000)		FK-28
	Fokker 28 Mk 0100		FK-100
	F-50		FK-50
Ford Motor Corp., USA	Tri-Motor 4-AT 5-AT, FO-5	Ford 5	FO-5
Learjet Corp.	23, 24, 25, 28, 29, 31, 35, 36, 55, C21-A	LR-23, LR-24, LR-25, LR-28, LR-29, LR-35, LR-36, LR-50	LR-JET
	60		LR-60
General Dynamics Corp., USA	PB2Y, PB2Y-5	Consolidated-Vultee PB2Y	CV-PB2Y
	PB4Y-2, QP-4B	Consolidated-Vultee P4Y	CV-P4Y
	PBY-5, 28-4, 28-5	Consolidated-Vultee PBY-5	CV-PBY-5
	LB-30, C87A, RB-24	Consolidated-Vultee LB-30	CV-LB30
	240, 340, 440, T-29 C-131	Convair 240/340/440	CV-240, CV-340, CV-440
	22, 22M (880) (990)	Convair 880/990	CV-880, CV-990
	Napier-Eland	Napier-Eland Convair	CV-N1, CV-N2
	Mark I, Mark II, Allison Propjet	Mark I/II	
	Convair 340, 440, 580	Allison 340/440	CV-A340, CV-A440
	Dart Convair 240, 340, 440	Convair 600/640	CV-600, CV-640
Groupement d'Interet Economique Airbus Industrie, France	A-300B Airbus		A-300
	A-300-600R, A-310		A-310

Corp., USA	(Ref. T.O.AR-36)		
	G-64 Albatross, GSA16		G-111
	G-73 Turbo Mallard (Frakes Conversion)	FS-73T	G-73T
	G-73 Mallard	Grumman G-73	G-73
	S2F/C1A		G-S2
Gulfstream Aerospace Corporation, USA	G-159 Gulfstream VC-4A, TC-4C	Grumman G-159	G-159
	G-1159 Gulfstream	Grumman G-1159	G-1159
	G-1159C		G-IV
Hamburger Flugzeubau G.M.B.H., Germany	Hansa Jet 320		HF-320
Handley Page Aircraft Co., Ltd., UK	Herald 300	Handley Page 300	HP-300
Hawker Siddeley Aviation Ltd., UK	DH-106, Comet 4C	deHavilland 4C	HS-106
	DH-114 Heron	Hawker Siddeley 114	HS-114
(Also see Raytheon Hawker Corporate Jets)	Hawker Siddeley 748		HS-748
Howard Aero Corp.	(See Dee Howard Co.)		
Israel Aircraft Ltd., Israel	Westwind 1124		IA-JET
	Astra IAI-1125		IA-1125
(See Aero Commander)	ARAVA IA 101B		IA-101
Lockheed Aircraft Corp., USA	Lightning P-38	Lockheed P-38	L-P38
	B-34, PV-1, PV-2	Lockheed B-34	L-B34
	Series 14	Lockheed 14	L-14
	18, C-57, C-60, R-50, Learstar	Lockheed 18	L-18
	P2V7 (Restricted), LP2V-5F		L-P2V
	Constellation 049, 149, 649, 749, 1049, 1649	Lockheed Constellation	L-1049
	Electra 188, P-3, EA	Lockheed 188	L-188
	Jetstar, C-140, Jetstar II	Lockheed 1329	L-1329
	382, C-130	Lockheed 382	L-382

	PBM-5, C-162	Martin PBM-5	M-PBM-5
	Mariner 202/404	Martin 202/404	M-202, M-404
McDonnell Douglas Aircraft Corp., USA	AD-4N		AD-4N
	A-20	Douglas A-20	DC-A20
	A-24, SBD	Douglas A-24	DC-A24
	PB-26	Douglas B-26	DC-B26
	B-18	Douglas B-18	DC-B18
	B-23, UC-67	Douglas B-23	DC-B23
	DC-2, C-32, C-34, C-39, C-42	Douglas DC-2	DC-2
	DC-3, C-47, C-117	Douglas DC-3	DC-3
	Super DC-3, C-117D	Douglas DC-3S	DC-3S
	DC-3 (Turboprop)		DC-3TP
	DC-4, C-54	Douglas DC-4	DC-4
	DC-6, DC-7, C-118	Douglas DC-6, DC-7	DC-6, DC-7
	DC-8	Douglas DC-8	DC-8
	DC-9, DC-9-50, C-9 DC-9-80, MD-80	Douglas DC-9	DC-9
	DC-10, KC-10		DC-10
	MD-11		MD-11
Mitsubishi Aircraft International, Inc.	(See Beech Aircraft)		
Morane-Saulnier, France	MS760	Morane-Saulnier MS-760	MS-760
Nihon Aeroplane Manufacturing Co., Ltd., Japan	YS-11	NAMC YS-11	YS-11
Nord Aviation	262A Super Broussard Mohawk 298	Nord 262 ND 262/262FM	ND-262
North American Rockwell Corp., USA	B-25 Mitchell	North American	N-B25
	NA-265 Sabreliner T-39	North American NA-265	N-265
Northrop Corp., USA	P-61 Black Widow	Northrop P-61	NH-P61

(Also see Hawker Siddeley)	DH-125, BH-125, HS-125 Series (except -1000)	Hawker Siddeley 125	HS-125
SAAB-Fairchild International, S-58188 Linkoping, Sweden	SAAB-Fairchild 340		SF-340
Short Brothers and Harland Ltd., Northern Ireland (UK)	SD3-30, SD3-60 Variant 200	SD3-30	SD-3
Sikorsky Aircraft Division of United Aircraft Corp., USA	VS-44AC-32, C-34	Sikorsky VS-44	SK-44
	S-43 Series	Sikorsky S-43	SK-43
Sud Aviation, France	SE Caravelle I, II, VIR	SUD 210	S-210
Swearingen Fairchild Aircraft Corp.	SA 226-TC, SA-227-AC, AT, TT SA-227-DC C-26A, C-26B SA-227-CC		SA-227
Vickers-Armstrong British Aircraft Corp., IJK	700 & 800 Series	Vickers Viscount	VC-700, VC-800

	BV-234 (CH-47D)		BV-234
	BV-44, H-21	Vertol 44	BV-44
Sikorsky, USA	H-37 Series		SK-56
	S-58 Series, H-34 Series	Sikorsky S-58, S-581T	SK-58
	S-61 Series, H-3 Series	Sikorsky S-61	SK-61
	S-64 Series, CH-53A Series	Sikorsky S-64	SK-64
	HH-53, CH-53A	Sikorsky S-65	SK-65
Sud Aviation, USA	SA321F		S-321
	SA330F, SA-332 AS-330		S-330

The following applies to helicopters weighing 12,500 pounds or less on which type ratings are issued to holders of airline transport pilot certificates only:

MANUFACTURER	MODEL DESIGNATION	PRIOR DESIGNATION	CURRENT DESIGNATION
Aerospatiale, France	SA 341/342 Gazelle SA 360		SA-341
	AS 350 Astar		AS-350
	SA 355 Twinstar		AS-355
	SA-360C Dauphine (SE)		SA-360
	SA 365 Dauphine (ME)		SA-365
	SA 365 Dolphin (HH-65)		SA-365
Bell, USA	47 Series H-13 Series	Bell 47	BH-47
	204-B, UHI-B, -D, H205B	Bell 204	BH-204
	206A, 206B	Bell 206	BH-206
	212/412 Series	Bell 212	BH-212
Bell, USA—Continued	214 Series (Except ST)	None	BH-214
	222 Series	None	BH-222

Enstrom, USA	F-28	Enstrom F-28	EN-28
Hiller, USA	UH-12 Series, H-23 Series	Hiller UH-12	HH-12
Fairchild, USA	FH-1100	FH-1100	FA-1100
Hughes, USA (Schweizer)	300, 269 Series	Hughes 269A	HU-269
	500, 369 Series	Hughes 500	HU-369
Kaman, USA	K-190A	Kaman K-190A	KM-190
	K-225	Kaman K-225	KM-225
	K-240, HTK-1	Kaman K-240	KM-240
	K-600	None	KM-600
Lockheed, USA	Lockheed California 286	Lockheed California 286	L-286
McDonnell Douglas	Notar MD-500 369-E, 369FF		MD-500N, HU-369
Messerschmitt Bolkow Gmbh (West Germany)	BO-105A		BO-105
	BK-117-A1		BK-117
Omega, USA	12D1A	Omega 12D1	OM-12
Piasecki, USA	HRP-1, HRP-2	Piasecki HRP	PI-HRP
Robinson Helicopter	R-22	None	R-22
	R-44		R-44
Scheutzow, USA	Model B		SC
Sikorsky, USA	R-4B	Sikorsky R-4B	SK-4
	R-5A, YR-6A R-6A, HOS-1	Sikorsky R-5A	SK-5
	S-51	Sikorsky S-51	SK-51
	S-52 Series	Sikorsky S-52	SK-52
	S-55, H-19 Series	Sikorsky S-55	SK-55
	S-62A, HH-52A	Sikorsky S-62	SK-62
	S-76		SK-76
Silvercraft, USA	SPA-SH4		SI-4

Westland Helicopters, Inc., Yeoville, England	W-30		WH-30

a [*category*] category and [*class*] class rating. The practical test was discontinued because of [*reason*].

If application is made by [*date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily.

- [*Pilot operations completed on the test.*]

After [*expiration date*] you must repeat the entire practical test. This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signature of the inspector conducting practical test*]

ii. **TEMPORARY AIRMAN CERTIFICATE** 112234459

THIS CERTIFIES THAT IV. JOHN RONALD DOE
V. 751 SOUTH MAIN STREET
KEYWANA, NM 80010

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
06/11/63	73 IN.	180	BROWN	GREEN	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

PRIVATE PILOT

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE ENGINE LAND & SEA
AIRPLANE MULTIENGINE LAND
CE-500

XIII.

THIS IS ☐ AN ORIGINAL ISSUANCE ☒ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE 11/11/90

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE 09/15/95

X. SIGNATURE OF EXAMINER OR INSPECTOR Wesley B. Crusher
WESLEY B. CRUSHER

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. ASW FSDO 01

DATE DESIGNATION EXPIRES —

vii. AIRMAN'S SIGNATURE John Ronald Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- Original certification: 1525
- Reinstatement: 1529
- Additional rating: 1526
- Renewal: 1527 (Flight) and 1528 (No Flight)

3. OBJECTIVE. The objective of this task is to determine if an applicant is qualified for an initial flight instructor certificate, a reinstatement of a certificate, a renewal of a certificate, or to add to an additional category or class rating to an existing certificate. Completion of this task results in the issuance of a Temporary Airman Certificate with appropriate ratings, a Notice of Disapproval of Application, or a Letter of Discontinuance.

5. GENERAL.

A. Inspector Qualifications. The inspector performing an airman certification test for flight instructor certification must possess pilot and flight instructor certificates and ratings in the same category and class as the test being conducted. The inspector must have completed a 4040.9 pilot-in-command (PIC) check in the applicable category and class, and must also have completed on-the-job training (OJT) in that task. Inspectors hired after January 1986 may not conduct practical tests for applicants prior to their successful completion of the Pilot Certification Testing Procedures Course.

B. Airworthiness Coordination. When the applicant submits a completed application and the other required documents for a practical flight test, the inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

C. Knowledge Test. The flight instructor knowledge examination consists of two tests: Fundamentals of Instructing (FOI) and the test for the appropriate rating.

(1) An applicant for an initial flight instructor certificate must present two knowledge test reports: one for the FOI (unless test credit is given per section 2, paragraph 5E(1)(g) of this chapter), and one for the appropriate flight instructor rating.

(2) In addition to the FOI, a second knowledge test must be passed for ONE of the following, appropriate to the instructor rating sought:

(a) FLIGHT INSTRUCTOR, AIRPLANE

(b) FLIGHT INSTRUCTOR, ROTORCRAFT -- HELICOPTER

(c) FLIGHT INSTRUCTOR, ROTORCRAFT -- GYROPLANE

(d) FLIGHT INSTRUCTOR, INSTRUMENT -- AIRPLANE

(e) FLIGHT INSTRUCTOR, INSTRUMENT -- HELICOPTER

(f) FLIGHT INSTRUCTOR, GLIDER

7. FEDERAL AVIATION ADMINISTRATION (FAA) CONDUCT OF INSTRUCTOR PRACTICAL TESTS. The FAA resumed responsibility for conducting practical tests for original issuance of flight instructor certificates because findings from the General Aviation Safety Audit and other sources indicated that the FAA needed closer contact with the flight instructor community. Flight Instructor Examiner (FIE) designations were withdrawn for the purpose of conducting these practical tests. However, FIE's are still authorized to conduct practical tests for the renewal, reinstatement, and the addition of a rating to a flight instructor certificate.

A. Public Complaint. After this policy was implemented, the FAA received complaints from the

delays in administering flight instructor practical tests.

(2) Regional Flight Standards district managers may authorize individual FSDO's to redesignate selected FIE's to conduct practical tests for the original issuance of the flight instructor certificate according to the following procedures:

(a) FSDO's may designate FIE's to conduct flight instructor practical tests for the original issuance of the flight instructor certificate with regional Flight Standards district manager approval. When an appointment cannot be made with an FAA inspector within 30 calendar days, the FSDO may direct an applicant to a selected FIE in accordance with the following:

i. The FSDO shall review the qualifications of FIE's or other examiners whom it deems qualified, and create a pool of the most qualified examiners to administer original flight instructor practical tests. The examiner must consent to conduct such tests, and must be notified in advance that he or she is being considered for this designation. The examiner must be informed that such designation is subject to approval by the regional Flight Standards district manager and cancellation at any time without cause by the FSDO.

ii. When required, the FSDO shall direct applicants to the FIE nearest the applicant's location. When several examiners are available within a 50-mile radius of the applicant, the FSDO should select examiners on a rotating basis.

(b) Each FSDO must obtain advance approval from the regional Flight Standards district manager before designating examiners to conduct the original flight instructor practical test. FSDO's must submit justification for the initial request, including enough information on inspector resources and applicant demand, to enable the region to determine if applicants cannot be served within 30 days by that office. Before approving the request, the region should determine whether other FSDO's adjacent to that office are also unable to conduct the tests. Applicants should not be required to take the practical test at authorizations granted. In addition, they will review FSDO policies on this subject at least annually to determine if existing FIE designation procedures are appropriate.

B. Exemptions. Some pilot schools operating under Federal Aviation Regulations (FAR) Part 141 have been granted exemptions from FAR § 141.65 to recommend graduates of their approved flight instructor certification courses for flight instructor certificates without further testing. Regions and FSDO's are encouraged to identify pilot schools whose quality of instruction qualifies for such an approval, and encourage these schools to apply for an exemption.

(1) The procedures described above are not intended to permit FSDO's to appoint FIE's to conduct the initial flight instructor practical test on a routine basis. This alternative should only be used to alleviate situations that prevent timely service to the public.

(2) Questions regarding this policy may be directed to the Flight Standards National Field Office (FSNFO), Field Programs Branch, AFS-510.

9. ESTABLISHING ELIGIBILITY.

A. Airmen Requirements for Original Issuance. An applicant may satisfy the aeronautical knowledge requirements of FAR § 61.185(a) by showing evidence of ground instruction in the specified areas or by presenting a certified college transcript or teaching certificate. When test credit is given, a copy of the teacher's certificate should be obtained and submitted, along with the airman certification file, to AFS-760. Should this be impractical, for whatever reason, the inspector responsible for the certification file should include the following statement in lieu of a copy of the teacher's certificate: "This is to certify that I have examined the qualifications and credentials of this applicant for a (ground or flight instructor certificate) and find the credentials acceptable to meet the criteria stated in FAA Order 8700.1 and appropriate to the instructor certificate sought."

(1) A number of colleges and universities in the U.S. conduct courses in aviation technology and aviation science and require flight training as a part of the prerequisites for a degree program. However,

(c) Tests and Measurement;

(d) Aviation or Science Teaching Methods;

(e) Secondary School Curriculum Development and Lesson Planning; and

(f) Practice teaching in a classroom or on the flight line.

B. Airmen Requirements for Additional Ratings. All applicants for an added rating must complete any required knowledge test, except for an instructor adding a single or multiengine class rating to an instructor certificate.

C. Statement of Endorsement. In order to prove that FAR § 61.185(b) has been satisfied, an applicant may have either a flight or ground instructor's certified statement similar to the sample provided in Advisory Circular (AC) 61-65, Certification: Pilots and Flight Instructors. If the ground instruction received for the private, commercial, and airplane instrument ratings was endorsed by an authorized ground or flight instructor as provided in FAR §§ 61.65, 61.105, and 61.125, that endorsement may also be accepted.

11. PRACTICAL TEST.

A. Conducting the Practical Test.

(1) Although the inspector judges an applicant's performance by the Flight Instructor Practical Test Standards (PTS), the inspector may also require an applicant to demonstrate skill and knowledge from other PTS, such as private pilot, commercial pilot, and instrument rating.

(2) When administering the practical test for renewal or reinstatement, an inspector may, at his or her discretion, recognize qualifications previously demonstrated by an applicant, provided the extent and the standards of the flight instructor's practical test are not compromised. For example, an inspector may accept all or part of any current and required flight check conducted under FAR Part 121, 125, or 135 as applicable.

B. Spin Training Requirement. that an applicant for a flight instructor certificate must have received flight instruction in the performance and analysis of standard flight training procedures and maneuvers appropriate to the instructor rating sought, and an endorsement by the person who has given the instruction certifying that the applicant is competent to pass the practical test on the subjects listed.

13. REINSTATEMENT. The holder of an expired flight instructor certificate issued after November 1, 1975, may have all ratings on the certificate reinstated by satisfactorily completing a single practical test. The applicant need not provide a complex airplane for the practical test. No knowledge test is required.

A. Conversion to New System. The holder of a flight instructor certificate issued before November 1, 1975, that does not bear any of the new class or instrument ratings listed in FAR § 61.5(c)(2), (3), or (4), may not exercise the privileges of that certificate. Holders of those old flight instructor certificates were permitted to convert them to the new system of flight instructor certificates and ratings until November 1, 1975.

(1) Applicants who failed to convert old flight instructor certificates before November 1, 1975, may reinstate those certificates under the provisions of paragraph B.

(2) The holder of a flight instructor certificate with a glider rating need not convert that rating to a new class rating to exercise the privileges of that certificate and rating.

B. Reinstatement of Old Instructor Certificates. The revision of FAR Part 61 was not intended to rescind any privilege previously authorized. The holder of an old flight instructor certificate issued before November 1, 1975, authorizing FLIGHT INSTRUCTOR-AIRPLANES or FLIGHT INSTRUCTOR-INSTRUMENTS, may no longer exchange that certificate for a flight instructor certificate issued under revised FAR Part 61. However, the applicant may reinstate the old instructor certificate by satisfactorily passing the practical test prescribed by FAR

certificate for FLIGHT INSTRUCTOR-INSTRUMENTS may be issued a certificate authorizing FLIGHT INSTRUCTOR, INSTRUMENT-AIRPLANE and/or FLIGHT INSTRUCTOR, INSTRUMENT-HELICOPTER, depending on the category of aircraft in which the applicant passes the practical test.

(3) An applicant who holds an old instructor certificate which authorizes both AIRPLANES and INSTRUMENTS, may reinstate either or both privileges. The knowledge tests previously passed by the applicant are protected by a statement on the new certificate that notes the expired authorization. For example, the applicant satisfactorily completes the practical test for airplane instructor privileges, but does not take the test for instrument rating privileges. The new flight instructor certificate would state FLIGHT INSTRUCTOR-AIRPLANE SINGLE-ENGINE, INSTRUMENT INSTRUCTOR EXPIRED [*date*]. (The expired rating may be reinstated later if the applicant passes the appropriate practical test.)

C. Old Flight Instructor Ratings on Pilot Certificates. An old instructor rating ON A PILOT CERTIFICATE may not be reinstated, exchanged, or used for any current instructor privileges. A flight instructor rating or a limited flight instructor rating on a pilot certificate is no longer valid and may not be exchanged for a similar rating or a flight instructor certificate. The holder of either of those ratings on a pilot certificate may be issued a flight instructor certificate only if the applicant passes the knowledge and practical tests prescribed by FAR § 61.183 for the certificate and rating sought.

15. REGULATORY REQUIREMENTS. According to FAR § 61.195(b), a flight instructor may not conduct flight instruction in any aircraft for which he or she does not hold category, class, and type ratings, if appropriate, on the pilot and flight instructor certificates. The phrase "if appropriate" applies equally to and in combination with both certificates when instrument instructor ratings are involved.

A. Single and/or Multiengine Ratings. According to FAR Part 61, flight instructors who hold an class airplane that is listed without restriction on their pilot certificate. Instructors holding only a helicopter instrument rating on their flight instructor certificate are limited to conducting instrument flight instruction in helicopters.

C. Ratings Limited to Instrument. Instructors with ratings limited to instrument may not give instrument flight instruction to students who do not hold category and class ratings in the aircraft used, since this would be instruction for the addition of a rating that conveys other than instrument privileges. These instructors may not certify logbooks or recommend applicants for any aircraft category or class rating.

17. RENEWAL OF FLIGHT INSTRUCTOR CERTIFICATES — SPECIAL CONSIDERATIONS.

A. Timely Application and Handling of Renewals. An individual who has applied for renewal of a flight instructor certificate may continue to exercise the privileges of that certificate until the FAA has acted on the application for renewal. Accordingly, it is important for inspectors to take prompt action on applications. Some holders of flight instructor certificates may present an application for renewal before successful completion of an approved flight instructor refresher course. This method is not acceptable as per FAR § 61.197, which requires the applicant to meet the provisions for a renewal within 90 days before applying. FAR § 61.197 applies only to renewal of certificates and is not applicable to reinstatement of expired certificates. FAR § 61.199 outlines the practical test requirements which must be met for reinstatement. Inspectors must not accept applications for renewal from flight instructors whose certificates will expire before anticipated completion of an approved flight instructor refresher course.

B. Methods of Renewal.

(1) A practical test may be waived on the basis of a satisfactory flight instruction record, although the inspector has no personal knowledge of the applicant's activities. Caution is recommended in this situation;

instructor, designated check pilot, or airline captain may be accepted, provided the applicant is found to have an adequate knowledge of current flight instructor responsibilities, training procedures, and pilot certification requirements.

(c) If more than 2 of every 10 recommendees have failed their first tests, or if a pattern of student accidents or deficient instruction is apparent or suspected, an appropriate demonstration of competency should be required.

(2) At the discretion of an inspector, a current flight instructor certificate may be renewed without taking a practical test when the inspector has personal knowledge of the applicant's knowledge and competency. An example of evidence that may be presented to support that personal knowledge would be a record of satisfactory completion of a pilot training course or related, aviation-oriented work experience.

(3) The requirements of FAR § 61.197(c) allow the renewal of flight instructor certificates upon successful completion of an approved flight instructor course. The approved course may be conducted by an organization authorized to conduct the Flight Instructor Refresher Course (FIRC) and must consist of ground or flight instruction or both. Proof of satisfactory completion of a FIRC is valid for a period of 90 days and should be accepted for renewal of a flight instructor certificate.

(4) An applicant for the renewal of a flight instructor certificate may be required to complete all or any part of the practical test outlined in the PTS. A demonstration of currency and competency should be required in every instance when the inspector has reason to suspect the applicant's competency, regardless of other qualifications. Practical tests for instructor renewals should be held to the testing necessary to demonstrate the applicant's qualifications and not used as an exploratory procedure. Inspectors are encouraged to fly with as many instructors as possible. Requests for flight checks do not imply incompetence, but are evidence of a sincere desire to assist instructors to improve their effectiveness. Such flights may be used by inspectors to introduce new instructing procedures specifying exactly what demonstration of currency and competency will be required for the reinstatement of the instructor certificate or rating. If renewal is denied on the basis of the instructor's flying proficiency, consideration must be given to action against the instructor's pilot certificate. Except for a retest, no flight instructor recommendation is required for the renewal or reinstatement of a flight instructor certificate, but additional preparation may be recommended to the applicant.

19. WEATHER-RELATED ACCIDENTS AND THE NEED FOR FLIGHT INSTRUCTOR EMPHASIS ON CRITICAL WEATHER SITUATIONS.

A. Background. Studies indicate that the most likely candidate for a fatal, weather-related aviation accident is a relatively inexperienced private pilot who receives a reasonably accurate weather briefing before departure. The pilot is usually informed of the existence or potential of a critical weather situation. Typically, the pilot takes one passenger and crashes in instrument flight rules (IFR) conditions during daylight hours. Private pilot applicants should be familiar with this profile and should receive the highest quality of meteorological instruction possible. Many applicants for pilot certificates, when asked to collect weather data while planning a cross-country flight, are unable to locate the meteorological information needed to make proper in-flight decisions.

B. Flight Instructor Responsibilities. Inspectors should ensure that flight instructors are aware of the record of private pilots' weather-related accidents. Inspectors should encourage the discussion of critical weather recognition and proper decisionmaking when contacting flight instructors. Flight instructors should stress "the recognition of critical weather situations from the ground and in flight, and the procurement and use of aeronautical weather reports and forecasts" during instruction (FAR § 61.97(c)).

21. DESIGNATED PRACTICE AREAS. FAA Order 7420.1, Certificated Pilot School Practice Areas, describes procedures for the establishment of certificated pilot school practice areas. Designation of

and solo practice within designated areas known to air traffic control and FSDO's.

23. AIRMAN MEDICAL AND FLIGHT INSTRUCTOR CERTIFICATES. FSDO's continue to receive inquiries on these three particular areas:

- May a certificated flight instructor who does not hold a valid airman medical certificate conduct flight instruction?
- May a certificated pilot who does not hold a valid airman medical certificate renew a flight instructor certificate? and
- May a certificated pilot who does not hold a valid airman medical certificate be originally issued a flight instructor certificate?

A. Required Flight Crewmember. FAR § 61.3(c) states that no person may act as PIC or in any other capacity as a required flight crewmember of an aircraft under a certificate issued under FAR Part 61, unless that person has in his or her possession an appropriate current medical certificate issued under FAR Part 67. FAR § 61.19(d)(1) states that a flight instructor certificate is effective only while the holder has a current pilot certificate and a medical certificate appropriate to the pilot privileges being exercised. FAR § 61.39(a)(3) requires, in part, that an applicant must hold a current medical certificate appropriate to the certificate being sought to be eligible for a practical test for a certificate issued under FAR Part 61.

B. Not PIC or Required Crewmember. A CFI who is on board an aircraft for the purpose of providing flight instruction, and who does not act as PIC or as a required flight crewmember, is not performing a function or exercising pilot privileges which would require him or her to possess an appropriate current medical certificate. Inspectors may act as PIC to permit an applicant to take the practical test for renewal or initial issuance of a flight instructor certificate if that applicant does not hold a valid medical certificate.

C. Public Queries. Inspectors receiving questions concerning the above should ensure that the following points are emphasized in discussion with pilots:

(1) A CFI who acts as safety pilot during simulated instrument flight, as required by FAR § 91.109(b)(2), is a required pilot flight crewmember and must have an appropriate, current medical certificate.

(2) A CFI who conducts a flight review required by FAR § 61.56 after a pilot's currency has expired, must have the appropriate, current medical and pilot certificates.

(3) A CFI who gives flight instruction and acts in the capacity of a required pilot crewmember must have a current medical certificate.

(4) A CFI who does not hold a valid medical certificate may give, and charge a fee for, flight instruction given during any flight in which the certificated pilot being instructed (other than a student pilot) is the PIC, provided the flight instructor holds at least commercial pilot privileges on his or her pilot certificate and does not act as a required pilot flight crewmember.

(5) A CFI who contemplates the use of a flight instructor certificate when he or she does not hold an appropriate, current medical certificate should be fully aware of the various circumstances under which he or she may be required to assume responsibility for the safety of the aircraft during flight and remain in compliance with applicable regulations.

and qualification as an aviation safety inspector (ASI) (Operations).

B. Coordination. This task requires coordination with the airworthiness unit and with the Airmen Records Section of the Airmen Certification Branch, AFS-760.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, 141, and 187 (Appendix A, Fees)
- Applicable Practical Test Standards (PTS)
- AC 61-21, Flight Training Handbook
- AC 61-65, Certification: Pilot and Flight Instructors
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4 (figure 11-3)
- FAA Form 8060-5 (figure 11-1)
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Schedule Appointment. Advise the applicant to bring the following documents to the appointment:

(1) a commercial or airline transport pilot (ATP) certificate;

(2) a flight instructor certificate (if applicable);

(3) FAA Form 8500-9, Airman Medical Certificate and SODA, if applicable;

(4) a knowledge test report;

(5) a school graduation certificate (if required by FAR § 61.71);

(9) the aircraft registration;

(10) an acceptable form of photo identification; and

(11) the Federal Communications Commission (FCC) aircraft station license documents, if applicable.

B. Applicant Arrives for Appointment.

(1) Collect the documents indicated above.

(2) Open PTRS file.

C. Review Application.

(1) In Section I, ensure that the applicant has checked "Flight Instructor-Initial." If the applicant is renewing a flight instructor certificate, ensure that "Renewal" is checked. Or if the applicant is having a flight instructor certificate reinstated, "Reinstatement" must be checked.

(2) Check the application for accuracy, using the instructions attached to FAA Form 8710-1.

(3) Check to make sure a flight instructor applicant has a logbook endorsement, a signed application, or a written statement signed by the recommending flight instructor no more than 60 days prior to application for certification.

D. Verify Applicant's Identity. Inspect acceptable forms of identification to establish the applicant's identity. Compare the identification with the personal information provided on FAA Form 8710-1. (See volume 2, chapter 1, section 4, paragraph 5 of this handbook.)

(1) If the applicant's identity can be verified, proceed with the task.

(2) If the applicant's identity cannot be verified because of lack of identification or inadequate identification, explain what types of identification are acceptable. Advise the applicant to return with the appropriate identification to reapply.

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8710-1, or it appears that an attempt at falsifica-

rating appropriate to the instructor rating sought. If the applicant is applying for an airplane instructor rating or an instrument instructor rating, verify that the applicant has an instrument rating.

(b) Inspect the applicant's medical certificate and SODA, if applicable, to ensure that it is appropriate to the pilot privileges being exercised.

(c) Determine whether the applicant is able to read, write, and converse fluently in the English language.

(d) If the applicant graduated from an FAA-approved school, have the applicant present the appropriate graduation certificate. Verify that the date issued shows that the applicant graduated within the past 60 days.

(e) If the applicant is not a graduate of an FAA-approved school and is applying for a flight instructor certificate, have the applicant present evidence of satisfactory completion of a course of instruction in the subjects listed in FAR § 61.185.

(f) Determine if FAR § 61.185(a) requirements are met by having the applicant present evidence of ONE of the following:

i. satisfactory completion of a home study course or any of the alternatives outlined in the current issue of AC 61-65; or

ii. a certified college transcript listing subjects equivalent to the subjects listed in FAR § 61.185(a).

(g) Determine whether an applicant is required to take the FOI knowledge test by examining the following substitutes:

i. a current teacher's certificate issued by a state, county, or city authorizing the applicant to teach in a secondary school; or

ii. proof of regular employment as an instructor in an accredited college or university; or

iii. the applicant's ground instructor certificate with any rating.

appropriate instructor rating and one for the FOI;

ii. test reports from an FAA-approved school with knowledge test examining authority;

iii. a computer test report from an approved computer testing center.

(j) If the applicant is not a graduate of an FAA-approved school, have the applicant present a logbook endorsement. Ensure that the instructor has signed it and certifies that the applicant is competent to pass a practical test on the subjects listed in FAR § 61.187(a).

(k) For initial flight instructor certification, the instructor who provides the training and the instructor who recommends the applicant must both meet the requirements of FAR § 61.187(b).

(l) Check Section IV on FAA Form 8710-1 to determine if the applicant has failed the Flight Instructor Practical Test within the past 30 days (first failure only). If so, check for the required CFI's signature verifying that the applicant has received additional instruction following the failure. After the second failure, an applicant is required to wait 30 days before reapplying for certification.

(2) Determine if the applicant for an additional flight instructor rating meets specific eligibility requirements as listed in FAR § 61.191. Ensure that the applicant meets the following requirements:

(a) holds at least a commercial pilot certificate with ratings appropriate to the instructor rating sought;

(b) holds a valid medical certificate and SODA, if applicable, appropriate to the pilot privileges being exercised;

(c) has passed the appropriate knowledge test for the instructor rating sought; and

(d) has at least 15 hours of PIC time in the category and class of aircraft appropriate to the rating sought. The record of flight time in Section III of the application must show at least the minimum flight experience required for the additional rating sought.

(1) The inspector conducting the practical test, or an airworthiness inspector, should review the applicant's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is airworthy and suitable for this practical test. After review, return the documents to the applicant.

F. Discrepancies. If a discrepancy that cannot be immediately corrected exists in any of the aircraft documents, return the application and all submitted documents to the applicant. Inform the applicant of the reasons for ineligibility, and explain how the applicant may correct the discrepancies.

G. Conduct Practical Test. After determining if the applicant is eligible and meets all prerequisites for the flight instructor certificate and associated ratings, conduct the practical test.

(1) Use the procedures and maneuvers outlined in the applicable Flight Instructor PTS, for either the category and class of aircraft, or for the instrument aircraft rating.

(2) Give credit to the applicant who is retesting for those pilot operations successfully completed on the previous practical examination (inspector's option).

(3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance (figure 11-2). Return the application and all submitted documents to the applicant. Close PTRS.

H. Unsatisfactory Performance. Upon determining that an applicant's practical test performance is not satisfactory, terminate the practical test and inform the applicant of the reasons for the termination.

(1) Prepare in duplicate, FAA Form 8060-5 as per volume 2, chapter 1, section 6 of this handbook. (Figure 11-1 is an example.)

(a) Record any specific procedures or maneuvers that must be repeated by the applicant on FAA Form 8060-5.

"Applicant must pass a practical test given by an FAA inspector within 15 days, or action will be taken to suspend the certificate."

(b) Give two copies of FAA Form 8060-5 to the applicant. File the original and the application form at the FSDO. Return all other submitted documents to the applicant.

(c) Open a PTRS file for airman certification technical assistance (PTRS Code 1595) with a date for initiating enforcement action in the event that the applicant does not pass the practical test.

(3) If the applicant's flying proficiency is seriously in doubt, begin re-examination action against the applicant's pilot certificate in accordance with Title 49 of the United States Code. (See volume 2, chapter 26 of this handbook.)

(4) Forward the certification file to AFS-760.

I. Satisfactory Performance. Issue a Temporary Airman Certificate to the applicant who meets all requirements for a flight instructor certificate.

(1) Prepare FAA Form 8060-4 in duplicate as indicated in volume 2, chapter 1, section 5 of this handbook. (Figure 11-3 is an example.)

(2) Enter the following ratings, when appropriate, on the certificate:

(a) AIRPLANE, SINGLE-ENGINE

(b) AIRPLANE, MULTIENGINE

(c) INSTRUMENT, AIRPLANE

(d) INSTRUMENT, HELICOPTER

(e) ROTORCRAFT, HELICOPTER

(f) ROTORCRAFT, GYROPLANE

(g) GLIDER

(3) Enter the expiration date on the certificate. Inform the applicant that the certificate expires at the end of the 24th calendar month after the month it is issued.

(4) Use the same certificate number on the temporary certificate that is on the superseded flight

(7) Forward the completed file to AFS-760.

(8) Return to the applicant all submitted documents not forwarded to AFS-760.

(9) Indicate satisfactory performance approval on one copy of FAA Form 8060-5 if a suspension action was pending on the applicant's flight instructor certificate at another FSDO. Forward one copy of FAA Form 8060-5 to the inspector at the other FSDO who issued the previous Notice of Disapproval of Application.

J. Program Tracking and Reporting Subsystem. Complete FAA Form 8000-36 in accordance with the PPM.

the renewal of a flight instructor certificate, one of the following future activities will result.

(1) Suspension action must be initiated if the applicant HAS NOT PASSED the practical test in the allotted time. Use the call-up date on the applicant's PTRS Data Sheet to initiate enforcement action. (See FAA Order 2150.3, Compliance and Enforcement.)

(2) Close the PTRS entry if the applicant PASSES the practical test in the required time.

B. The applicant may return for a renewal or reinstatement.

C. The applicant may return for an additional flight instructor rating.

UNITED STATES OF AMERICA
DEPARTMENT OF TRANSPORTATION–FEDERAL AVIATION ADMINISTRATION

NOTICE OF DISAPPROVAL OF APPLICATION

NOTE
PRESENT THIS FORM UPON APPLICATION FOR REEXAMINTION

NAME AND ADDRESS OF APPLICANT	CERTIFICATE OR RATING SOUGHT
JOHN RONALD DOE 751 SOUTH MAIN STREET KEYWANA, NM 80010	FLIGHT INSTRUCTOR AIRPLANE - SINGLE ENGINE

On the date shown, you failed the examination indicated below:

☐ FLIGHT ☐ ORAL ☒ PRACTICAL

AIRCRAFT USED *(Make and Model)*	FLT. TIME RECORDED IN LOGBOOK		
	PILOT-IN-COMM. OR SOLO	INSTRUMENT	DUAL
CESSNA 172RG	250	40	100

UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:

IX. EMERGENCY OPERATIONS
TASK A. SYSTEMS AND EQUIPMENT MALFUNCTIONS
TASK B. EMERGENCY EQUIPMENT AND SURVIVAL GEAR

(First Failure)

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.

DATE OF EXAMINATION	SIGNATURE OF EXAMINER OR INSPECTOR	DESIGNATION OR OFFICE NO.
08/14/95	Rett H. Forman RETT H. FORMAN	ASW FSDO 01

FAA Form 8060–5 (5-80)

with an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test which have been completed satisfactorily:

- [*Indicate pilot operations completed on the test.*]

After [*indicate expiration date*] you must repeat the entire practical test.

This letter does not extend the expiration date as shown on the knowledge test results, medical certificate, or required endorsements.

Sincerely,

[*signature of the inspector conducting practical test*]

DEPARTMENT OF TRANSPORTATION – FEDERAL AVIATION ADMINISTRATION

ii. **TEMPORARY AIRMAN CERTIFICATE** 987654300CFI

THIS CERTIFIES THAT IV. JOHN RYAN DOE
V. 5421 WEST BIRD DRIVE
NEW YORK, NY 20002

DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY VI.
11/30/64	73 IN.	175	BROWN	BLUE	M	USA

IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of

FLIGHT INSTRUCTOR

RATINGS AND LIMITATIONS

XII. AIRPLANE SINGLE ENGINE

VALID ONLY WHEN ACCOMPANIED BY PILOT CERTIFICATE
NO. 987654300 EXPIRES 09-30-96

XIII.

THIS IS ☒ AN ORIGINAL ISSUANCE ☐ A REISSUANCE OF THIS GRADE OF CERTIFICATE

DATE OF SUPERSEDED AIRMAN CERTIFICATE

BY DIRECTION OF THE ADMINISTRATOR

X. DATE OF ISSUANCE: 09/01/94

X. SIGNATURE OF EXAMINER OR INSPECTOR: James T. Ayres
JAMES T. AYRES

EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.: AEA FSDO 03

DATE DESIGNATION EXPIRES: --

VII. AIRMAN'S SIGNATURE: John Ryan Doe

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- For large/turbine aircraft: 1551
- For other aircraft: 1552

3. OBJECTIVE. The objective of this task is to determine if an individual meets the qualifications for designation or renewal as a designated pilot examiner (DPE). Completion of this task results in designation, renewal, reinstatement, termination, or nonrenewal of a pilot examiner.

5. GENERAL.

A. Purpose. This chapter provides procedures for the designation, renewal, reinstatement, termination, and nonrenewal of a pilot examiner designation.

B. Definitions.

(1) As used in this chapter, an applicant is a person being tested for a certificate or rating.

(2) As used in this chapter, a candidate is an individual being tested or considered for designation as a pilot examiner.

(3) A DPE is a designated representative of the Administrator who is authorized by Title 49 of the United States Code, Section 44702, to perform those tasks described in Federal Aviation Regulations (FAR) § 183.23.

(4) An National Designated Pilot Examiner Registry (NDPER) examiner is a pilot examiner who is authorized to conduct airman certification and proficiency practical tests in vintage airplanes in accordance with the provisions of the NDPER Program.

(5) A high activity DPE is a pilot examiner who conducts at least 50 practical tests (aircraft or simulator) in a given quarter.

C. Privileges. A DPE is authorized to perform the following:

(1) Accept applications and conduct practical tests leading to the issuance of pilot and flight instructor certificates and/or ratings in the type of aircraft appropriate to the certificates and letters of authority held by the examiner.

(2) Issue temporary pilot/flight instructor certificates to applicants whom the examiner has tested and found qualified for a certificate or rating.

(3) Issue Federal Aviation Administration (FAA) Form 8060-5, Notice of Disapproval of Application, to applicants whose performance, during a practical test conducted by that examiner, did not meet the applicable Practical Test Standards (PTS) for a certificate or rating.

(4) Issue Letters of Discontinuance when the practical test is terminated because of situations such as unforecast weather, the applicant or examiner becomes physically incapacitated, the aircraft has mechanical difficulties after the test has begun, or other unanticipated situations.

(5) Accept applications and issue student pilot certificates. A DPE may accept an application when the airman has an FAA Form 8500-15, Statement of Demonstrated Ability (SODA). The examiner must verify the appropriate limitations relating to the SODA with the Flight Standards District Office (FSDO). Any appropriate limitations relating to operational privileges must be placed on the airman certificate. See volume 2, chapter 27 for examples of operational limitations.

(6) Charge each applicant a reasonable fee for services. The amount of the fee and the effect of passing or failing a practical test on the fee, should be clearly understood by the applicant before the examiner accepts an application.

D. PPE Privileges for DPE's. A DPE may conduct pilot proficiency checks in each aircraft or simulator in which the examiner is currently authorized to conduct certification practical tests. This privilege is automatically conveyed with the DPE designation and need not be shown on the Certificate of Authority

(2) If an examiner holds BOTH DPE and PPE Certificates of Authority, the DPE authorization is limited to the FSDO's geographic area of responsibility. The PPE authorization is not limited to the FSDO's geographical area.

(3) In all cases, regular DPE testing privileges are limited to the area specified by the examiner's Certificate of Authority unless otherwise approved and coordinated by the designating FSDO.

(4) NDPER examiners are authorized to accept applications from applicants without regard to FSDO or regional boundaries for tests to be conducted in vintage airplanes. This provision applies ONLY to testing activities conducted under the provisions of the NDPER Program.

E. Examiner Standards. An examiner must conduct all practical tests according to the applicable PTS.

(1) An examiner is expected to honor appointments unless circumstances warrant cancellation or postponement. It is the examiner's responsibility to reschedule a practical test if the postponement is at the examiner's request. If an examiner cancels a practical test without rescheduling, the examiner should recommend another examiner or instruct the applicant to contact a FSDO. The FSDO should provide the names of other examiners, or may arrange to conduct the practical test at the applicant's request.

(2) The examiner must conduct the oral portion of the practical test in a private area free from distractions. The examiner must give the applicant undivided attention during the test and ensure that any discussion of test results with the applicant is in private unless, by mutual agreement, a person other than the applicant (such as the applicant's flight instructor) is present.

(3) An examiner must not allow personal prejudices to interfere with objective evaluation of an applicant.

(4) An examiner is responsible for maintaining personal flight proficiency and currency, for remaining up to date with regulatory and procedural

regional Flight Standards division manager is responsible for the examiner program within that region. This responsibility is normally delegated to FSDO managers. The FSDO must ensure that all DPE's in its geographic area of responsibility have attended and successfully completed the initial pilot examiner job function standardization course in Oklahoma City within 3 calendar months of initial designation, or the FSDO will suspend the privileges of the DPE until that examiner satisfactorily completes that initial training course. Each FSDO shall hold at least one pilot examiner meeting every year to review problem areas, examiner performance, standards, and procedures. Attendance at this meeting shall be recorded in the examiner's file maintained by the supervising FSDO. The General Aviation and Commercial Division, AFS-800, limits its participation in the pilot examiner program to providing standards, procedures, and overall monitoring and evaluation of the program.

A. Program Management. Regional offices should establish procedures to ensure that FSDO's conform to national policy with respect to examiner designation, geographic coverage, and other matters; review FSDO surveillance policies and activities; and evaluate FSDO administration of the pilot examiner program.

B. Program Evaluation. During scheduled office evaluations, regional office personnel shall review FSDO administration of the examiner program. Special reviews should be performed as the need arises. Program evaluation is especially valuable in improving FSDO standardization and in maintaining effective oversight of the examiner program.

C. Pilot Examiner's Records. A FSDO shall keep a file on each examiner within its area. The file may contain photocopies of the information, or may be an electronic file from which data is easily retrieved. If an electronic file is maintained and is accessible to the region or division, the office does not need to maintain duplicate records. The pilot examiner's file will be reviewed annually, and must be in compliance with Section 8000 of FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

(d) testing activity log, including at least the applicant's name, aircraft type, N-number, type of test, date of test, time devoted to oral and flight testing, and the date the file was forwarded to the Airmen Certification Branch (AFS-760) through the FSDO.

(2) Photocopies of the following must be retained:

(a) Certificates of Authority and Designation (FAA Forms 8430-9 and 8000-5) showing geographic area(s) authorized;

(b) the copies from the most recent 12 months of AC Form 8060-31, Airmen's Records Correction Notice;

(c) the valid pilot, medical (if required), and flight instructor certificates or current Integrated Safety Information Subsystem (ISIS) data verifying the same;

(d) the initial designation application form, FAA Form 8710-9, Designated Examiner Application/ Qualification Record;

(e) the most recent designation renewal (FAA Form 8710-9);

(f) all correspondence from the public concerning the examiner; and

(g) multiengine airplane, helicopter, vintage airplane, and turbine-powered or large aircraft authorizations, if applicable.

9. TYPES OF DESIGNATIONS. Pilot examiners are designated for specific testing functions. Examiners may perform only the functions authorized by their designations. Pilot examiner designations have been realigned to conform with FAR Part 61 certificates and ratings. Except for those pilot examiners designated before January 28, 1978, all pilot examiners conducting commercial pilot practical tests in airplanes must hold a commercial and instrument rating examiner designation. Currently there are no provisions for commercial pilot examiner designations limited to visual flight rules (VFR) operations in airplanes. The following pilot examiner designations are issued.

D. Airline Transport Pilot Examiner (ATPE). An ATPE conducts airline transport pilot (ATP) practical tests for the original issuance of an ATP certificate and additional ratings as specifically authorized/ limited. ATPE's must hold category and class, and, if appropriate, type ratings on their pilot certificates for the tests to be conducted.

(1) ATPE's are not authorized to conduct instrument rating practical tests unless they hold a CIRE designation for that category and class of aircraft.

(2) Any limitation, such as "AIRLINE TRANSPORT PILOT EXAMINER - AIRPLANE (CE-500 ONLY)," should be placed on FAA Form 8430-9 and Letter of Authorization (LOA).

E. Flight Instructor Examiner (FIE). An FIE conducts practical tests for the original issuance (as authorized by the FSDO), renewal, and reinstatement of flight instructor certificates and ratings. An FIE is only authorized to issue flight instructor certificates based on practical tests.

F. NDPER Examiner. An NDPER examiner conducts certification practical tests and proficiency tests in vintage/surplus military airplanes that are identified and listed as vintage airplanes under the NDPER Program.

G. Military Competency/Foreign Pilot Examiner (MC/FPE). An MC/FPE issues private pilot and commercial pilot certificates on the basis of military competency and/or foreign pilot licenses. The MC/ FPE administers the Military Competence-Airplane (MCA) and Military Competence-Helicopter (MCH) knowledge examinations and/or the Foreign Pilot Instrument (IFP) knowledge examination. The MC/ FPE reviews applicant records, administers and scores the knowledge examinations, and issues temporary certificates, as specifically authorized.

11. ELIGIBILITY. The FAA's objective is to provide prompt practical testing to applicants for pilot certification. The demand for practical tests at a spe-

(1) Glider examiners must show experience and demonstrate skill in motorized self-launch gliders and air and ground launch procedures, or their examining activity will be limited to the particular type of launch demonstrated.

(2) PE's and CE's with lighter-than-air free balloon designations may have flight time in gas balloons, hot air balloons, or a combination of the two in order to meet the flight time requirements for designation. If the examiner's pilot certificate is restricted to free balloons with airborne heater or gas balloons only, that examiner may conduct practical tests only in that type of balloon.

(3) An evaluation of competency as a pilot examiner and an LOA for each specific make and model of turbine-powered aircraft, multiengine airplane, or each make and basic model of helicopter are required for the authorization to conduct practical tests.

(4) The candidate may demonstrate competency in a Level C or D flight simulator if the simulator used is representative of the aircraft to be authorized by the candidate's designation. In order to conduct a test in a simulator, except in small helicopters at the ATP level, the examiner must hold a type rating for the type of aircraft represented by the simulator if the represented aircraft requires a pilot type rating.

(5) NDPER examiner candidates must hold a current DPE designation with a multiengine airplane authorization, be qualified in a specific model or series of vintage airplanes, have been screened and recommended to the FAA by the Experimental Aircraft Association (EAA) for authorization as an NDPER examiner, and be approved by the jurisdictional FSDO for NDPER authorization.

(a) For initial NDPER authorization, an NDPER examiner need complete only one evaluation of competency in a vintage airplane to show competency for all vintage airplanes authorized.

(b) An NDPER examiner must hold a type rating for each make and model, type, and/or series instruction given in the simulator for which authorization is sought. The examiner must also have completed the operator's official training program for the simulator in which the examiner seeks authorization. A pilot examiner for simulators only does not need to hold a current medical certificate.

B. Designation of Retired Aviation Safety Inspectors (ASI) as Pilot Examiners. Retired FAA operations inspectors applying for DPE authority are required to successfully complete initial pilot examiner standardization training conducted by AFS-634. Evidence of having satisfactorily completed this course of instruction is indicated by the issuance of a course completion certificate. This certificate will only be issued to individuals who have completed all phases of the training, including classroom exercises and the final knowledge examination. If more than 2 years have passed since a retired ASI has satisfactorily completed initial training, the supervising ASI will require the applicant to attend and satisfactorily complete a recurrent standardization course.

C. Exceptions. A recommendation for the designation of a DPE candidate who does not meet all of the applicable requirements shall be referred to the regional Flight Standards division manager for review and approval before a commitment is made or an authorization issued. Such recommendations should include statements of all special circumstances affecting the designation.

13. INITIAL DESIGNATION. Candidates for designation as pilot examiners must be highly qualified technically and must hold all pertinent category, class, and type ratings for each aircraft for which designation is sought. All pilot examiners must meet the requirements of FAR §§ 61.56 and 61.57, as applicable. Except as specifically noted for NDPER examiners, all DPE's must meet the requirements of FAR § 61.58, if applicable, and must be current and qualified to act as PIC of each aircraft for which authorized throughout the duration of the designation. For designations requiring a medical certificate, the designee must maintain at least a third class medical certificate throughout the duration of the designation. Any required flight instructor certificate must be kept

tion, AFS-634, in Oklahoma City within 3 calendar months of initial designation. Examiners who are designated before completion of the examiner standardization course will receive an LOA that includes an expiration date coinciding with the scheduled completion of the initial standardization course. Before issuing authorization to an examiner to conduct tests prior to completion of the standardization course, the FSDO should obtain concurrence from the regional Flight Standards division manager.

(1) Successful completion of the standardization course is a prerequisite for designation as a pilot examiner. Under most circumstances, if an examiner candidate arrives after a course has started, that person will not be permitted to attend the remainder of the course. However, if the course manager determines that the examiner candidate has a legitimate reason for being tardy, and if he/she is not more than 1 hour late, that examiner candidate may be permitted to complete the training. After a late arrival is accepted by the course manager, the candidate will be required to make up the missed instruction with AFS-634 personnel outside of normal class hours. Once this has been accomplished, the examiner candidate will take the final examination with the class.

(2) If a DPE candidate or designated examiner fails to successfully complete the course, examining authority will be rescinded and the examiner/candidate is ineligible for designation as a pilot examiner for at least 12 calendar months thereafter. If the candidate reapplies after the 12-month period, the candidate must meet all prerequisites for designation and will receive no special consideration because of the previous denial.

B. Standardization Course Testing. In addition to general certification procedures and other information pertinent to all designations, all pilot examiners are instructed in procedures relating to all levels of pilot/flight instructor certification and all category and class ratings. Following this training, the examiner candidate is administered a comprehensive knowledge examination on information related to all subjects in which instruction was given. Some of the questions may test areas that go beyond privileges and authorizations;

(3) have a reputation for integrity and dependability in the industry and the community;

(4) have a history of cooperation with the FAA;

(5) have a written recommendation from an inspector who has been personally acquainted with the applicant's work, standards, and integrity for a period of at least 1 year;

(6) hold a valid second-class medical certificate for initial designation, except in the case of a designation limited to examining in free balloons, gliders, or simulators. No airman medical certificate is required for free balloons or gliders if the pilot certifies that he or she has no known physical defects that make him or her unable to pilot a free balloon or glider safely. Designation as pilot examiner for simulators only does not require a medical certificate.

(7) be a professional flight instructor or serve in another type of piloting service (for example, executive, air carrier, FAR Part 121 or 135 check airman). If the candidate is not employed as a flight instructor, the candidate's employment must include duties primarily devoted to testing airmen or similar evaluation activities.

15. LETTERS OF AUTHORIZATION. Examiners who are authorized to conduct practical tests in helicopters, multiengine airplanes, vintage airplanes, turbine-powered aircraft, and aircraft requiring a type rating will be issued a special authorization in the form of an LOA. The LOA is valid only as long as the examiner's Certificate of Authority is current and expires when the examiner's designation expires. The authorizations conferred by the LOA must be renewed annually by a demonstration of competency in at least one make and model of aircraft or simulator in each category in which the examiner is authorized to conduct tests.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft. The LOA lists each make and model of multiengine airplane, turbine-powered or large aircraft, and/or each FAA-qualified flight simulator in which the examiner may conduct tests.

an examiner be authorized in numerous types of vintage aircraft to ensure sufficient national availability of NDPER examiners. (See figure 15-12.)

C. Helicopters. The LOA limits the examiner's authority to conduct tests to specific makes and basic models of helicopters, regardless of the aircraft's size and power source.

(1) Initial authorization for small helicopters requires a successful demonstration of competency in a small helicopter, either reciprocating or turbine-powered, as appropriate.

(2) Initial authorization for large helicopters requires a successful demonstration of competency in each large helicopter for which an authorization is sought.

D. Interim Authorization. If a DPE is qualified and current in a nonturbine-powered multiengine airplane for which examiner services are rarely requested and the examiner holds a current examiner authorization for a comparable type of multiengine airplane, the FSDO may issue the examiner an interim LOA authorizing one-time testing privileges in that airplane. The LOA should state the aircraft make and model, restrictions (if any), and the expiration date. The expiration date of the LOA is determined by the FSDO manager but should not exceed 30 days from the date of issuance.

E. Infrequently Requested Aircraft (Turbine-Powered). A FSDO may elect not to issue an LOA to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the FSDO receives infrequent requests for certification practical tests in that aircraft. The FSDO may assign an inspector to conduct practical tests in that type of turbine-powered aircraft.

17. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by completing the same procedures used for original designation. The DPE candidate must hold the certificate and rating(s), without limitation, appropriate to the designation sought.

A. Requirements. Except for placing additional types of vintage airplanes on an existing NDPER same maneuvers and procedures for an additional designation do not need to be repeated. For example, a DPE candidate simultaneously tests for both PE and CIRE airplane designations. If the DPE candidate satisfactorily completes all of the maneuvers and procedures for the PE designation, then only those maneuvers that differ for the CIRE designation need to be tested. However, if 12 months or more have elapsed since a DPE candidate has qualified for the PE designation, the DPE candidate must be retested on all maneuvers and procedures for the CIRE designation.

19. RENEWAL CRITERIA. In addition to the general requirements outlined in paragraph 13 above, examiners must attend the annual examiner meeting held by the designating FSDO and meet the following specific criteria for renewal of examiner designations and authorizations.

A. Recurrent Standardization Training. Once every 2 years, an examiner must satisfactorily complete examiner recurrent standardization training. NDPER examiners may complete the regular DPE recurrent course or attend a special course scheduled for NDPER examiners. Completion of one recurrent standardization course meets the requirements for all examiner designations and authorizations.

(1) Examiner recurrent standardization courses are scheduled and presented by AFS-634. Course dates and locations are published for 3-year periods. When an examiner is due for recurrent training, the examiner may complete the recurrent training standardization course 3 calendar months before or after the anniversary month and the training will be considered to have been completed in the anniversary month. When an examiner elects to complete recurrent training in the 3-month period after the anniversary month, the examiner's testing privileges will be suspended until the examiner satisfactorily completes the training.

(2) If an examiner misses the course given nearest the examiner's home area, the examiner must successfully complete the missed course at another location within 3 calendar months. The examiner's

3 calendar months to successfully complete a second recurrent course. Testing privileges will not be reinstated until the examiner satisfactorily completes the training. If the examiner attends a second recurrent training course and fails that course, the FSDO terminates the examiner's authority. The examiner is eliminated from consideration for reinstatement for at least 12 calendar months from the date of the second failure. Examiners who are eliminated from the program under these circumstances may reapply for designation after 12 calendar months. They must meet all requirements necessary for initial designation.

B. Certification Activity. Specific amounts of certification activity are required to show need for the renewal of individual designations and authorizations. The NDPER authorization is the only designation for which no specific amount of certification activity is required to show need for renewal.

C. Reissuance of LOA. An examiner's LOA is valid only as long as the Certificate of Authority is current and expires at the same time. It is reissued when the designation is renewed.

D. Practical Test. Examiners must demonstrate knowledge and skill appropriate to the designation and authorizations to be renewed or reinstated by the satisfactory completion of an annual practical test (demonstration of competency).

E. Designation Number. The original designation number should be used for renewal, unless a change in the supervising FSDO is involved or a general renumbering is directed by the region. In the event of a change in number, this information should be updated in the Vital Information Subsystem (VIS).

21. ACTIVITY REQUIRED. A certain amount of annual activity is generally required for renewal of examiner designations. If there are legitimate reasons why an examiner has been unable to accomplish any of the required levels of activity, the FSDO manager may modify the requirement to the extent justified by the extenuating circumstances and approve the renewal. Any ONE of the following levels of activity is acceptable.

B. Multiengine Airplane. For renewal of multiengine airplane authorizations, as shown on the examiner's LOA, the examiner should have conducted five multiengine rating tests in each make and model of airplane authorized during the previous year.

C. Vintage Airplanes. No specific amount of annual activity in any or all of the types of vintage airplanes authorized on an examiner's NDPER LOA is required for renewal of all of the vintage airplanes listed on the NDPER LOA. This provision applies only to NDPER authorizations.

(1) Continued renewal of an NDPER authorization is based on the examiner's type ratings in vintage aircraft, the examiner's experience and standing as a fully qualified and current DPE, and the EAA's initial or amended recommendation that the examiner be authorized for the vintage airplanes requested by the EAA.

(2) The NDPER examiner's authorization for multiple types of vintage airplanes is designed to provide nationally available examiner services for rare airplanes. To require any set amount of certification activity to maintain the NDPER authorization would be contrary to the purpose of the program.

23. PRACTICAL TESTS FOR RENEWAL. A practical test (demonstration of competency) for renewal must consist of one of the testing procedures stated in paragraph 25. At the discretion of the FSDO, a practical test of the examiner, appropriate to the designations held, satisfactorily completed within 3 calendar months before the renewal of the designation, may be used to satisfy this requirement.

A. Multiengine Airplane. The examiner takes only one practical test annually for renewal in multiengine airplanes not requiring a pilot type rating or in nonturbine-powered multiengine airplanes that do require a type rating, including all vintage airplanes. If the examiner is authorized to conduct tests in vintage airplanes and/or more than one make and model of multiengine airplane, the annual demonstration of competency should be alternated between the airplanes authorized.

appropriate turbine-powered aircraft.

(1) For an examiner holding multiple turbine-powered aircraft authorizations, one annual demonstration of competency in a turbine-powered aircraft is sufficient. However, if any of the aircraft requires a pilot type rating, the single annual demonstration of competency must be in that turbine-powered aircraft requiring a type rating.

(2) If an examiner holds multiple authorizations in turbine-powered aircraft requiring a pilot type rating, the annual demonstration should be alternated between those aircraft that require a type rating. The examiner may not conduct a practical test in any turbine-powered aircraft that requires a pilot type rating unless the examiner has demonstrated competency in that aircraft within the preceding 24 months.

(3) If an examiner with turbine-powered aircraft authorizations is unable to complete a demonstration of competency due to lack of qualified applicants for a practical test or unavailability of a suitable aircraft, the examiner's authorization for these aircraft may not be renewed until a satisfactory demonstration of competency is accomplished.

D. Multiple Authorizations. For examiners holding authorizations in multiple categories of aircraft, an annual renewal demonstration shall be conducted in each category of aircraft for which the DPE holds an authorization.

25. CONDUCT OF THE PRACTICAL TEST. The practical test for initial designation of an examiner or renewal/addition of examiner designations must contain both the appropriate oral questioning and flight/simulator performance in accordance with the PTS. A preflight briefing must be conducted prior to any practical test. This briefing must be given in accordance with the guidelines contained in volume 2, chapter 1, section 3 of this handbook. Additional information on the conduct of practical tests is found in volume 2, chapter 16 of this handbook.

A. Practical Test Roles. In regard to the practical test procedures described below, the term "candidate" refers to the person seeking the pilot examiner may choose one of the following three methods to test a candidate:

(1) The inspector observes the examiner candidate testing an actual applicant for a rating or certificate. The inspector evaluates the candidate's performance while the candidate evaluates the applicant. In this situation, any discussion between the DPE candidate and the inspector concerning the candidate's performance with the applicant should be held in private.

(2) The inspector plays the role of an applicant appropriate to the type of designation the DPE candidate is seeking. The inspector should not respond with trick replies to the DPE candidate's questions during the oral portion of the practical test. If an inspector answers a question incorrectly to test whether the DPE candidate recognizes an incorrect answer, the incorrect response should be obviously wrong.

(3) The inspector tests the examiner candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

D. Authority to Issue Documentation After Practical Test.

(1) In the case of a practical test with an actual applicant and a successful DPE candidate, the successful DPE candidate does not yet have the authority to issue a certificate to the applicant.

(2) However, the inspector may allow the successful DPE candidate to fill out the appropriate documentation for the applicant while the inspector observes. The inspector must sign any certificate issued.

(3) In the case of a practical test with an actual applicant and an unsuccessful DPE candidate, the inspector will complete and sign the appropriate documentation.

27. DELEGATION/RECISION OF AN EXAMINER AUTHORIZATION. Title 49 of the United States Code empowers the Administrator to delegate to private persons any function relating to the exam-

concurrence of the regional office manager, and advise the Assistant Chief Counsel before any official notification is made to an examiner regarding the FAA's intent to terminate or to not renew a designation. The FAA's proposed action must be thoroughly documented in accordance with established policy. FAR §§ 183.15 (b) and (d) contain the general conditions under which designations may be terminated.

B. Notification. The FSDO shall provide the examiner with written notice and an opportunity to respond to a proposed action to terminate or to not renew a designation. The written notice shall state the reason(s) for the proposed action. The reason(s) cited should be as specific as possible. The notification should cite any applicable FAR and/or handbook guidance. When the reasons are supported by examples of unacceptable conduct, examples should be stated. The reasons cited should be supported by documented surveillance or the results of other investigations; however, supporting documents shall not be included with the notification to the examiner.

C. Option to Respond. The written notification should give the designee the option to respond in writing or in person. The notification should advise the designee that he or she may elect to be accompanied by counsel if responding in person. The notification should also inform the designee that a record will be made of any meeting held.

(1) The FSDO shall make a record of any meeting with the examiner. The record may be in the form of notes taken by a secretary during the meeting, a summary written by the FSDO staff after the meeting, or another reliable method.

(2) The FSDO shall send a copy of the record to the examiner. The examiner may submit comments or propose corrections to the record.

D. FSDO Manager's Decision. The FSDO shall provide written notification of the FSDO manager's decision regarding the termination or nonrenewal of the designation to the examiner. The written notification to the examiner must indicate the reasons for the termination or nonrenewal. The examiner may request a review of the matter by the regional Flight Standards iner shall be notified in writing of the regional office manager's decision and the reasons for that decision.

29. TERMINATION. Termination of an examiner's designation for reasons other than insufficient need for the examiner's services or the examiner's inability to meet medical standards should be initiated when other means of ensuring the examiner's conformance to standards are unsuccessful, not feasible, or inappropriate.

A. Reasons for Termination. A designation is terminated by the Administrator for any of the following reasons:

(1) upon the written request of the examiner;

(2) when there is no longer a need for the examiner's services;

(3) upon a finding by the Administrator that the examiner has not properly performed the examiner's duties; and

(4) for any reason the Administrator considers appropriate.

B. Examples. The following are some examples of not properly performing an examiner's duties:

(1) unsatisfactory performance in any phase of examiner duties or responsibilities, including the inability to accept or carry out the supervising FSDO's instructions;

(2) any actions by the examiner that may reflect discredit on the FAA, such as misuse of the designation or failure to maintain a reputation for integrity and dependability in the industry and the community;

(3) the inability of the examiner to work harmoniously with FSDO personnel or the public;

(4) evidence that the examiner's general and/or professional qualifications and requirements, including the continued ability to meet the medical requirements for the designation held, were not met at the time of the original designation or at any time thereafter;

The FSDO should notify the examiner of these deficiencies and give the examiner an opportunity to correct the deficiencies within a 90-day period. The FSDO shall advise the examiner that continued poor performance constitutes grounds for termination of the examiner's designation. When termination of the examiner's designation is being considered, the region shall ensure that the FSDO follows the established procedures for termination and that regional personnel are directly involved in the action taken.

D. Emergency Action. In cases where a designee is suspected of fraud or any other activity for which emergency action is necessary to ensure safety, the FSDO may immediately direct the designee, in writing, to cease all further testing and certification activity pending further FAA investigation of the matter. Upon investigation of the circumstances in such cases, the FSDO should initiate termination or nonrenewal action if appropriate.

E. Voluntary Surrender. An examiner may voluntarily surrender a designation at any time. This voluntary surrender should be made in writing and be accompanied by the examiner's Certificate of Authority. The examiner may retain the Certificate of Designation.

31. REINSTATEMENT. A former examiner whose authority has expired, and whose examiner privileges were not rescinded or revoked as a result of enforcement or legal action by the FAA, may apply for reinstatement. An expired examiner designation may be reinstated only if the requirements and procedures for an original issuance of the designation are met.

A. Standardization Training. If reinstatement takes place within the 12 calendar month period after expiration, satisfactory completion of a recurrent training course within the previous 24 calendar months is acceptable. If the designation has been expired for more than 12 calendar months, the examiner must satisfactorily complete an initial standardization training class.

B. Demonstration of Competency. If the designation has been expired for less than 12 calendar

most complex aircraft) appropriate to the LOA sought. For the addition of other previously authorized aircraft, the examiner must have demonstrated competency in each aircraft within the preceding 24 calendar months. The following are examples of reinstatement requirements for previously held designations.

(1) The examiner held an LOA for BE-55 and PA-23 aircraft. The examiner's designation expired 2 years ago. The examiner must demonstrate competency in each aircraft for reissuance of the previously held authorizations.

(2) The examiner held an LOA for BE-55 and HS-125 aircraft. The examiner's designation expired 9 months ago. The examiner last demonstrated competency in the HS-125 21 months ago and in the BE-55 more than 24 months ago. The examiner must demonstrate competency in both the HS-125 and the BE-55 for reissuance of the authorizations.

33. SPECIAL CONSIDERATIONS. Special considerations must be observed when the examiner serves as a required flight crewmember during a practical test. In such cases, the examiner, in addition to being appropriately rated, must also be current in accordance with FAR §§ 61.55, 61.56, 61.57, 91.109(c), and/or 61.58, as applicable. The examiner must also hold at least a third class medical certificate. Examiners should exercise caution while serving as required crewmembers. FSDO's should ensure that all examiners are familiar with the guidance contained in volume 2, chapter 1, section 2 of this handbook.

35. GEOGRAPHIC LIMITS OF AUTHORITY. FSDO's shall ensure an optimum geographic distribution of DPE's and should have sufficient examiners to serve the public's needs adequately. Designations in excess of this requirement should not be made, or should be cancelled in accordance with FAA guidelines.

A. More Than One Area. If an examiner is authorized to serve more than one FSDO, the examiner's FAA Form 8430-9 must bear the name of each FSDO where the examiner is authorized to serve. An examiner's practical test files must not be accepted

tion, the designation is void and is cancelled by the issuing office. The examiner must surrender the Certificate of Authority to the FSDO holding the examiner's file. A new FAA Form 8430-9 may be issued by the FSDO serving the examiner's new location if that office wishes to retain the DPE's services. This issuance depends solely upon the need for the examiner's services at the new location.

C. Designation Outside the United States. An examiner may be designated to serve outside the United States, provided that the examiner serves U.S. citizens abroad or operators of U.S.-registered aircraft, and his or her activities can be supervised by an appropriate FAA office. An examiner who is designated to serve outside the U.S. or its possessions need not be a U.S. citizen.

37. SUPERVISION.

A. Role of the Region. Regions shall review FSDO procedures to ensure that examiner supervision is adequate. FSDO practices may vary in this regard. In some offices, the examiners may be assigned to different inspectors. Regardless of the method of supervision, procedures must ensure that examiners meet all requirements, such as recurrent training and standardization.

B. Role of the FSDO. Examiners operate under the direct supervision of the FSDO that holds the designation file. Headquarters and regional offices normally do not have direct contact with the examiner. All inquiries or other communications from the DPE's will be sent through the FSDO to the regional office.

C. Certification Test Files. Within 5 days of conducting a practical test, an examiner must submit the certification files to the supervising FSDO.

D. Supervising Inspectors. Inspectors who supervise examiners should always welcome the opportunity to discuss procedures and standards and to fly with examiners at their request to resolve questions on techniques, procedures, and standards. New examiners who have not completed the pilot examiner applicant recommended by an examiner for a certificate or rating may be requested to appear for a recheck by an inspector before a "permanent" certificate is issued. Inspectors should avoid requiring an arbitrary or an inordinate number of rechecks because of the economic hardship it places on the applicants. Rechecks should only be requested based on facts that clearly support the need for the recheck.

39. REVIEW OF AN EXAMINER'S DECISION.

A. Reason for Review. Any applicant who is not satisfied with an examiner's decision may obtain another practical test or appropriate reevaluation from an FAA inspector without prejudice. In such cases, the applicant shall be given the complete test, including any phases already approved by the examiner. A complete new application and certification test file must be prepared.

B. Inspector's Role. Following the retest, both the examiner's and inspector's certification files must be forwarded to the Airmen Certification Branch, AFS-760. The inspector's report determines if a certificate is issued. The inspector should discuss the results with the applicant and answer any questions relevant to the evaluation. If appropriate, the inspector should also discuss the test results with the examiner.

41. DESIGNATION NUMBERING.

A. Numbering System. A system of designation numbers should be used to identify the region and FSDO where the examiner was designated. For example, SO-05-1395 could signify SO (region), 05 (FSDO), 1395 (examiner number).

B. Control of Examiner Numbers. Care should be taken to ensure that designation numbers are issued in the proper order and cannot be confused with those numbers issued by other regions or other previous numbering systems. Numbers assigned to cancelled or expired examiners should not be reused, as a computer check of examiner records would call up records of more than one examiner.

qualification as an ASI (operations).

B. Coordination. This task may require coordination with the airworthiness unit and requires coordination with the airman records section of the Airmen Certification Branch, AFS-760; the Pilot Examiner Standardization Section, AFS-630; the General Aviation and Commercial Division, AFS-800; Assistant Chief Counsel; and medical certification.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 67, 91, 183, and 187 (Appendix A, Fees)
- All applicable PTS
- FAA Order 8710.3, Pilot Examiner's Handbook
- Title 49, United States Code
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8710-9, Designated Examiner Application/Qualification Record
- FAA Form 8430-9 Certificate of Authority (figure 15-6)
- FAA Form 8000-5, Certificate of Designation (figure 15-8)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8060-4, Temporary Airman Certificate
- FAA Form 8060-5, Notice of Disapproval of Application
- FAA Form 8710-1, Airman Certificate and/or Rating Application

C. Job Aids.

- Specific Eligibility Requirements for Designees (figures 15-2, 15-3, and 15-4)

A. Selection. When the need for an examiner arises, the FSDO requests in writing qualified candidates' files from the National Examiner Board (NEB). An operations inspector reviews the files.

(1) For specific criteria based on the type of pilot examiner needed, the inspector should refer to figures 15-2, 15-3, and 15-4 and FAA Order 8710.3.

(2) For each prospective DPE candidate, the inspector queries the Enforcement Information Subsystem (EIS)/Accident Incident Data Subsystem (AIDS) or ISIS.

(3) The inspector assesses each DPE candidate's knowledge and experience through review of the application and consultation with others who are familiar with the DPE program and/or candidates.

B. Report Findings. The inspector submits the findings and recommendations to the office manager. The following information is given on each prospective DPE candidate:

(1) EIS/AIDS report;

(2) the DPE candidate's Form 8710-9; and

(3) any other pertinent information, references, or recommendations.

C. Notification. After the office manager decides upon a qualified DPE candidate, the inspector notifies the person in writing that he or she is being considered as a DPE candidate for authorization. The inspector requests a current FAA Form 8710-1.

D. Schedule Appointment. The inspector schedules an appointment for the DPE candidate to take a practical test. If the DPE candidate tests an actual applicant rather than an inspector/applicant, both the DPE candidate and the applicant must present positive identification prior to the practical test. The aircraft to be used must be able to carry the DPE candidate, the applicant, and the inspector. The inspector should advise the DPE candidate that the following documents must be presented upon arrival at the appointment to take the practical test:

(1) DPE candidate's airman certificates;

(7) applicant's airman knowledge test report (AC Form 8080-2), if applicable;

(8) applicant's FAA Form 8710-1, if applicable;

(9) applicant's approved school graduation certificate, if applicable;

(10) a statement from FAA certificated flight or ground instructor showing satisfactory completion of the applicable flight and ground instruction required for the certificate or rating sought (as applicable);

(11) applicant's logbook endorsements certified by an FAA certificated ground or flight instructor, showing satisfactory completion of the ground and flight instruction required for the certificate or rating sought (as applicable);

(12) the maintenance records, airworthiness certificate, and registration of the aircraft to be used in the practical test; and

(13) if applicable, evidence of FAA approval for the simulator used during the test.

E. Appointment. When the DPE candidate arrives for the scheduled appointment, the inspector accomplishes the following:

(1) inspects acceptable forms of identification to establish the DPE candidate's identity;

(2) inspects the DPE candidate's certificates and logbooks to verify the aeronautical experience indicated on FAA Form 8710-9; and

(3) proceeds with the preflight briefing and the practical test.

F. Initial Flight Test Procedures. No testing methods other than those described in this paragraph shall be used for the initial DPE candidate flight evaluation. The test (knowledge and skill evaluation) will cover inspector-selected tasks from the certificated flight instructor (CFI) PTS with emphasis on evaluation in accordance with Area of Operation I, Task D, Evaluation. The inspector will place added emphasis on the DPE candidate's knowledge of pilot applicant flight and oral testing procedures. The fol-

didate administering a complete flight test to an applicant; or

(b) the inspector may act as an applicant during the administration of a practical test by the DPE candidate.

(2) For those DPE candidates who have satisfactorily completed the AFS-634 initial pilot examiner standardization course, the inspector uses one of the following test procedures in order of preference.

(a) The inspector observes the DPE candidate administering a complete flight test to an applicant.

(b) The inspector may act as an applicant during the administration of a practical test by the DPE candidate; or

(c) the inspector may test the DPE candidate on selected maneuvers to assess the candidate's flight proficiency and ability to evaluate in accordance with the applicable test standards.

H. Preflight Procedures. A preflight briefing must be held before any flight. The inspector may refer to volume 2, chapter 1, section 3, paragraph 3 of this handbook.

7. PRACTICAL TEST OF DPE CANDIDATE WITH ACTUAL APPLICANT (INSPECTOR OBSERVING).

A. Pretest Activities.

(1) The inspector informs both the DPE candidate and applicant that the inspector makes the final decision regarding the certification of the airman and the designation of the pilot examiner.

(2) The inspector conducting the practical test or an airworthiness inspector reviews the aircraft's maintenance records, logbooks, airworthiness certificate, and registration to determine if the aircraft is airworthy and suitable for use during the practical test. The inspector returns the documents after review.

(3) The inspector ensures that both the DPE candidate and the applicant have the required documents listed in paragraph 5D of this section. The DPE

B. Observation of Practical Test. If the DPE candidate and applicant meet all prerequisites for the rating or certificate sought, the inspector has the DPE candidate conduct the practical test for the certificate or rating the applicant is seeking.

9. PRACTICAL TEST OUTCOMES FOR DPE CANDIDATE WITH AN ACTUAL APPLICANT. (figure 15-10) After observing the DPE candidate conduct the practical test, the inspector determines which of the following four outcomes applies and follows the appropriate instructions. In each case, the inspector conducts a debriefing with the DPE candidate, separate from the applicant, and determines whether the DPE candidate exercises proper judgment concerning the applicant's performance.

- Both the DPE candidate and the applicant perform satisfactorily
- The DPE candidate performs satisfactorily but the applicant is unsatisfactory
- The DPE candidate performs unsatisfactorily but the applicant performs satisfactorily
- Both the DPE candidate and the applicant perform unsatisfactorily

A. DPE Candidate and Applicant Satisfactory. If both the candidate and applicant perform satisfactorily, the inspector accomplishes the following:

(1) observes the DPE candidate debrief the applicant;

(2) issues a Temporary Airman Certificate to the applicant (see the chapter related to the certificate or rating involved);

(3) issues the DPE candidate's pilot examiner designation; and

(4) issues the supplies that are indicated in paragraph 11C(2)(f) of this section, according to the DPE candidate's need.

B. DPE Candidate Satisfactory/Applicant Unsatisfactory.

(1) The inspector observes the DPE candidate debrief the applicant and issues one of the following:

(a) a Letter of Discontinuance (figure 15-11), giving credit for all pilot operations completed satisfactorily; or

(b) if appropriate, a Temporary Airman Certificate.

(2) The inspector debriefs the DPE candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If renewal of a designation is denied, refer to section 1, paragraph 27 of this chapter for additional procedures.

(a) The inspector completes the FAA Form 8710-9 and files the form in the candidate's FSDO file.

(b) The inspector completes the reverse side of FAA Form 8710-1 and forwards the applicant's certification file to AFS-760.

(3) The inspector informs the office manager that the DPE candidate's performance was unsatisfactory and that the designation should not be issued or renewed.

(4) The inspector prepares a Letter of Denial for the FSDO manager's signature (figure 15-9). For a renewal, all procedures must be accomplished in accordance with paragraph 27 of this chapter.

(5) Close PTRS.

D. DPE Candidate Unsatisfactory/Applicant Unsatisfactory.

(1) The inspector debriefs the applicant and issues FAA Form 8060-5, giving the applicant credit for satisfactory items.

(2) The inspector debriefs the DPE candidate on the deficiencies and explains that the standards for a pilot examiner were not met and that the designation will not be issued or renewed. If renewal of a designation is denied, refer to section 1, paragraph 27 of this chapter for additional procedures.

renewed.

(4) The inspector prepares and sends a Letter of Denial for the office manager's signature. (See figure 15-9.) For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 27 of this chapter.

(5) The inspector closes PTRS.

11. PRACTICAL TEST OF A DPE CANDIDATE WITH THE INSPECTOR ACTING AS AN APPLICANT. The inspector conducting the practical test or an airworthiness inspector should review aircraft maintenance records. The airworthiness inspector reviews the logbooks, the airworthiness certificate, and the registration to determine if the aircraft is airworthy and suitable for use in the practical test. After review, the inspector returns the documents. The operations inspector assumes the role of an applicant for a certificate or rating and instructs the DPE candidate to conduct the practical test as if the inspector were an applicant, including a preflight briefing, oral portion, a flight, and a postflight debriefing.

A. Oral Portion. During the oral portion of the practical test, the inspector accomplishes the following:

(1) determines whether the DPE candidate asks appropriate questions to test the applicant's knowledge;

(2) determines whether the DPE candidate asks questions that have only one correct answer; and

(3) determines whether the DPE candidate can recognize incorrect answers and take appropriate action; for example, termination of the practical test and issuance of a Notice of Disapproval of Application.

B. Flight and/or Simulator Portion. During the flight and/or simulator portion of the practical test, the inspector accomplish the following:

(1) determines whether the DPE candidate requests maneuvers from the appropriate PTS and applies the criteria from the PTS; and

did not recognize this, the inspector informs the DPE candidate that an examiner designation cannot be issued.

(1) If the DPE candidate is successful, the inspector has the DPE candidate fill out a dummy Temporary Airman Certificate or Notice of Disapproval of Application to ensure that the DPE candidate is aware of the proper procedures. Failure to fill out the forms is not disqualifying; the inspector should instruct the DPE candidate on the correct procedures. The inspector ensures that any dummy certificate is then destroyed.

(2) The inspector issues the DPE candidate's pilot examiner designation, as follows:

(a) completes FAA Form 8710-9;

(b) completes the reverse side of FAA Form 8710-1 and files it in the examiner's FSDO file; (Do not forward file to AFS-760.)

(c) issues FAA Form 8430-9 (figure 15-6) and types the appropriate designation on the certificate, signed by the FSDO manager;

(d) issues the LOA, if appropriate, signed by the FSDO manager (figure 15-9);

(e) issues FAA Form 8000-5 (figure 15-8), signed by the FSDO manager; and

(f) issues a supply of the following items to the DPE candidate:

i. FAA Form 8060-4;

ii. FAA Form 8060-5;

iii. FAA Form 8710-1;

iv. FAA Form 8710-2, Student Pilot Certificate; and

v. any aviation safety handouts that would be of assistance.

(3) If a designation is not issued based on the DPE candidate's performance, the inspector accomplishes the following:

(a) completes FAA Form 8710-9,

didate has left. For a renewal, all procedures must be accomplished in accordance with section 1, paragraph 27 of this chapter.

(4) The inspector closes PTRS.

13. POSTFLIGHT PROCEDURES.

A. Disposition of the Applicant's File. The inspector should refer to the appropriate airman certification chapter in this handbook for instruction on the disposition of the applicant's certification file.

B. Forward File. The inspector retains the originals of all pertinent data in the FSDO files. If required by regional office policy, the inspector forwards a copy of the completed FAA Form 8710-9 and both sides of FAA Form 8430-9, along with a copy of the LOA, to the regional office. If the division has the capability to access the data in computer files, it will not be required to maintain actual paper records.

C. Notify NEB. The inspector notifies the NEB in writing that the candidate was satisfactory or unsatisfactory, as appropriate.

D. Program Tracking and Reporting Subsystem. The inspector completes FAA Form 8000-36 in accordance with the PPM.

15. ADDITIONAL DESIGNATIONS. An additional designation may be issued to an examiner by the same practical test procedures used for original designation.

A. Schedule Appointment. The inspector should refer to paragraph 5D of this section.

B. Evaluate the DPE Candidate. The inspector may evaluate the DPE candidate's suitability for additional designation by using one of the methods listed below. The methods are listed in order of preference.

(1) The inspector observes a complete practical test. For the initial issuance of an additional designation the practical test must be accomplished in an aircraft that can carry an FAA inspector. The inspector will observe a complete practical test in which both oral and flight/simulator portions of the test are accomplished.

(2) Apply for Renewal. Examiners should apply for renewal at least 60 days before their certificate expires. If the examiner has not reapplied 45 days before the expiration date, the office should send the examiner a reminder letter. The examiner must provide a completed FAA Form 8710-9, along with a list of activities for the previous 12 months, to the FSDO.

B. Inspector's Action. When renewing a designation, the inspector should record any inspector actions on the reverse side of FAA Form 8710-9 previously prepared by the examiner. The inspector signs on the line provided. The inspector should prepare and issue a new Form 8430-9, listing the designations renewed. This form expires at the end of the 12th calendar month after the month of issue. A new display type certificate is not needed.

19. CANCELLATION. In cases when an examiner is suspected of activity for which emergency cancellation of the designation is necessary to ensure safety, FSDO's may direct the examiner, in writing, to immediately cease all testing and certification activity pending FAA investigation. Upon determination of the circumstances of such incidents, FSDO's should initiate termination or nonrenewal action, if indicated, in strict accordance with the procedures and actions stated in paragraph 27 of this section.

21. NONRENEWAL OR TERMINATION. It is preferable to terminate an examiner's services by not renewing the designation, rather than by cancellation of the designation during its 1 year duration. Such decisions should be coordinated with Regional Counsel. Additional guidance for terminating general aviation pilot examiner designations is contained in paragraphs 27 and 29 of section 1 of this chapter.

A. Coordination. FSDO personnel should coordinate all contemplated nonrenewals or terminations with the regional Flight Standards division manager and the regional assistant chief counsel before initiating such action. Regional Flight Standards divisions should monitor FSDO implementation of such actions.

B. Notification. Examiners should be notified in writing of the reasons for the proposed action. The

be made of any meeting held.

D. Record of Meeting. The record of any meeting with the examiner may be in the form of notes taken by a secretary, a summary composed by FSDO staff after the meeting, or a verbatim record taken by a court reporter. A copy of the record shall be sent to the examiner, and that examiner should be invited to submit any comments or proposed corrections.

E. Decision on Action. The FSDO manager's decision regarding nonrenewal or termination must be put in writing. If the decision is not to renew or to terminate a designation, the statement must indicate the reasons and provide justification. The office manager must also advise the examiner that a review by the regional Flight Standards division manager may be requested by the examiner within 10 days of receipt of the letter from the FSDO.

F. Flight Standard's Review. An examiner's request for review of termination of a designation by the regional Flight Standards division manager may be written or in person. If an examiner requests such review, the procedures set forth in this chapter must be followed by the regional division manager.

ing:

A. Temporary Airman Certificate

B. Certificate of Designation

C. Certificate of Authority

D. LOA

E. Notice of Disapproval of Application

F. Letter of Discontinuance

G. Issuance of pilot examiner supplies

25. FUTURE ACTIVITIES.

A. Recordkeeping of completed airman certificates and/or ratings as submitted by the designated pilot examiner. This recordkeeping will be maintained in accordance with current office procedures.

B. Renewal of the pilot examiner before the annual expiration date.

C. Surveillance of the pilot examiner.

D. Investigation of a DPE in response to a complaint.

Dear [*candidate*]:

Thank you for submitting your application for consideration as a designated pilot examiner for [*FSDO's jurisdictional area*].

[*Indicate reasons why this candidate was not selected; e.g., no longer a need, someone else selected.*]

Your application will remain on file with the National Examiner Board. Thank you for your interest in the examiner program.

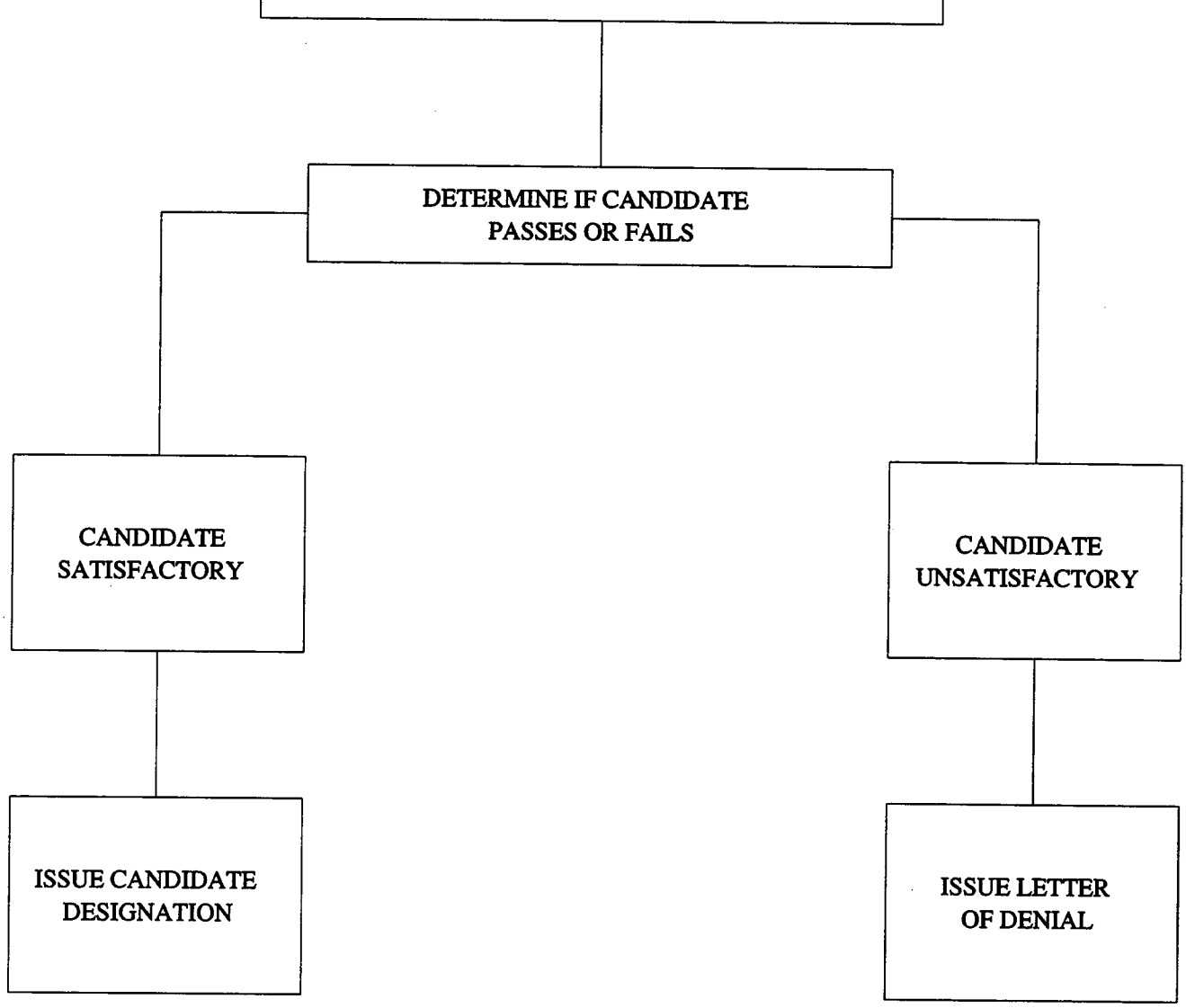
Sincerely,

[*FSDO manager's signature*]

CERTIFICATE CATEGORIES	Both with airplane category	Both with Rotorcraft category	Both with glider category	Lighter than air	Lighter than air
RATINGS	Appropriate class ratings Instrument-airplane	Helicopter or Gyroplane as appropriate		Airship class rating	Free balloon class rating
HOURS AS PIC	2,000 total •1,000 in airplanes •300 in past year •300 in aircraft class sought •100 night •5 multiengine in make/model sought	1,000 total •500 in rotorcraft •100 in past year •250 in class sought or •150 if gyroplane	500 total •200 in gliders •10 in past year, including 10 flights	1,000 total •500 in airships •200 in past year •50 night	200 total •100 in free balloons •20 in past year, including 10 flights each of 30 minutes duration
HOURS AS FLIGHT INSTRUCTOR	500 total •100 in class of aircraft of aircraft sought; must be as CFI or MFI	•200 in rotorcraft; helicopters or gyroplanes as appropriate	100 total •50 in gliders	100 in total must be in airships	50 total; must be in free balloons •10 in past year

CERTIFICATE CATEGORIES		Both with Rotorcraft category	Both with glider category	Lighter than air	Lighter than air
RATINGS		Helicopter or Gyroplane as appropriate		Airship class rating	Free balloon class rating
HOURS AS PIC		2,000 total •500 in rotorcraft •100 in past year •250 in helicopter or •150 in gyroplanes, as appropriate •100 in large helicopters, if applicable •50 in type, if large helicopters	500 total •250 in gliders •50 flights in past year	2,000 total •250 in airships •100 in past year •50 at night	200 total in free balloons 1 year of experience
HOURS AS FLIGHT INSTRUCTOR		100 total in rotorcraft, including •50 in rotorcraft preparing pilot for a commercial certificate	200 total •100 in gliders	50 total in airships	50 total in free balloons

CERTIFICATE CATEGORIES	Both with airplane category	Both with rotorcraft category	Both with airplane category	Both with rotorcraft category
RATINGS	Appropriate airplane class ratings; instrument airplane	Helicopters class ratings; instrument helicopter	Both with appropriate airplanes class ratings; flight instructor with instrument-airplane	Both with helicopter ratings; flight instructor with instrument-helicopter
HOURS AS PIC	2,000 total • 1,000 in airplanes • 300 in past year • 500 in class of aircraft sought • 100 at night • 200 complex airplanes • If applicable, 300 in turbine airplanes, incl. • 50 in turbine type sought	2,000 total • 500 in rotorcraft • 100 in past year • 250 in helicopters • If applicable, 100 in large helicopters, civil or military, incl. • 50 in type sought	2,000 total in airplanes • 300 in past year • 150 instrument time • 50 IMC • 500 in airplane class sought • If applicable, 300 turbine-powered airplanes, incl. • 100 in turbine type sought	2,000 total • 1,500 in helicopters • 100 in past year • If applicable, 300 in turbine-powered helicopters, incl. • 100 in specific type if large turbine-powered helicopter authorization sought
HOURS AS FLIGHT INSTRUCTOR	500 total • 100 in class of aircraft sought as CFI or MFI • 250 instrument, incl. • 200 in airplanes	250 total • 150 while preparing pilots for commercial cert. as CFI or MFI • 100 instrument	250 total in airplanes while preparing pilots for instrument rating, ATP cert. or type rating	250 total in helicopter while preparing pilot for instrument rating, ATP cert. or type rating
HOURS OF INSTRUMENT FLIGHT	100 (Actual or simulated)	100 (Actual or simulated)	(See PIC requirements)	50 (Actual or simulated)


DETERMINE IF CANDIDATE PASSES OR FAILS
CANDIDATE SATISFACTORY
CANDIDATE UNSATISFACTORY
ISSUE CANDIDATE DESIGNATION
ISSUE LETTER OF DENIAL

DESIGNEE'S SIGNATURE

is authorized to act in the capacity of a

PE, CIRE - AIRPLANE

AT FIXED BASE OF OPERATION

LITTLE ROCK, ARKANSAS, DISTRICT

for the Administrator

09-23-95 (DATE)

JOHN I. HIGHTOWER (SIGNATURE)

FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
LIT FSDO	09-23-95	

GPO : 1980 O - 333-596

pilot examiner for the following aircraft:

- *Indicate all aircraft by make and model name (for example, Beechcraft Baron) and make and model number (for example, BE-55, BE-58).*

Enclosed is your FAA Form 8000-5, Certificate of Designation; and your FAA Form 8430-9, Certificate of Authority.

This is a temporary appointment pending the satisfactory completion of the standardization course conducted in Oklahoma City, OK. We will contact you when you are to attend the course. If you have any questions or need further assistance, you may contact this office at [*telephone number*].

This letter expires on [*applicable date*].

Sincerely,

[*FSDO manager's signature*]

U.S. Department of Transportation
Federal Aviation Administration

Reposing special trust and confidence in the integrity, diligence, and discretion of

HARRY DANIEL CALLAHAN

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

PILOT EXAMINER

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at
ASW-FSDO-11
Dated
SEPTEMBER 25, 1995
Certificate No.
SW-11-1234

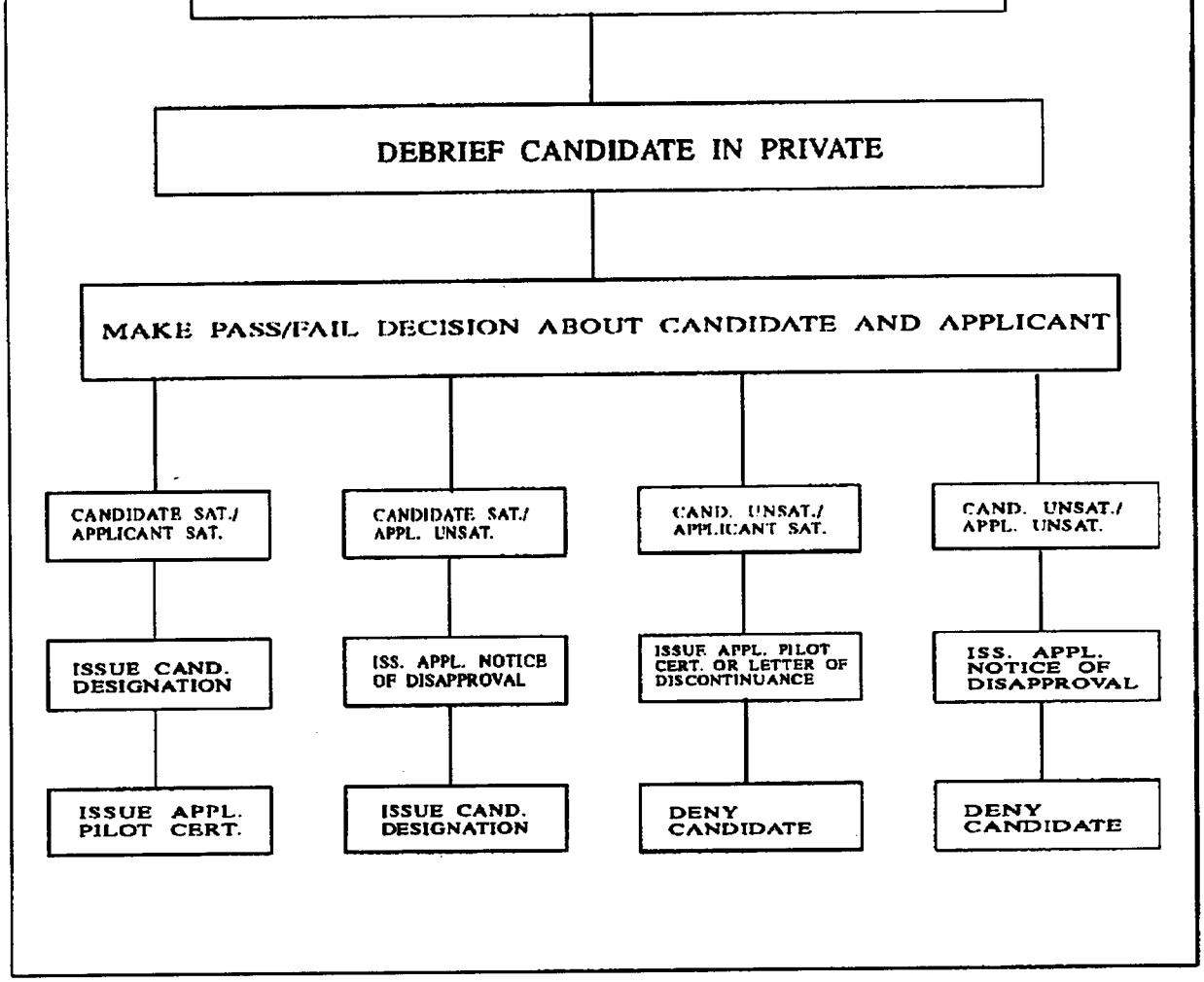
By Direction of the Administrator
John I. Hightower
JOHN I. HIGHTOWER, MANAGER
LITTLE ROCK FLIGHT STANDARDS
DISTRICT OFFICE

This letter is to inform you that your application for designation as a practical test examiner in [*indicate area applied for; for example, private, commercial*] has been denied because of failure of the required practical test.

- *List the specific areas where the candidate was unsatisfactory.*
- *Thank the candidate for his or her interest in the program.*

Sincerely,

[*FSDO manager's signature*]


DEBRIEF CANDIDATE IN PRIVATE
MAKE PASS/FAIL DECISION ABOUT CANDIDATE AND APPLICANT
CANDIDATE SAT./ APPLICANT SAT.
CANDIDATE SAT./ APPL. UNSAT.
CAND. UNSAT./ APPLICANT SAT.
CAND. UNSAT./ APPL. UNSAT.
ISSUE CAND. DESIGNATION
ISS. APPL. NOTICE OF DISAPPROVAL
ISSUE APPL. PILOT CERT. OR LETTER OF DISCONTINUANCE
ISS. APPL. NOTICE OF DISAPPROVAL
ISSUE APPL. PILOT CERT.
ISSUE CAND. DESIGNATION
DENY CANDIDATE
DENY CANDIDATE

an [*indicate category*] category and [*indicate class*] class rating. The practical test was discontinued because of [*indicate reason*].

If application is made by [*indicate date 60 days from date of letter*], this letter may be used to show the following portions of the practical test that have been completed satisfactorily.

- *Indicate pilot operations completed on the test.*

After [*indicate expiration date*] you must repeat the entire practical test.

Sincerely,

[*signature of the inspector conducting practical test of examiner candidate*]

NOTE: This letter does not extend the expiration date shown on the Airman Computer Test Report (AC Form 8080-2).

B-17	DC-A20	L-14
B-24	DC-A24	L-18
B-247	DC-B-18	L-B-34 (B-34, PV-1, PV-2)
B-377 (C-97)	DC-B23	L-P38
C-47	DC-B26	M-202
C-82A	DH-4	M-404
CV-240	FA-119C	M-B26
CV-340	FA-C123	N-B25
CV-440	FO-5	NH-P61
CV-LB30 (B-24)	G-111	P-2V
CV-P4Y	G-52	PBY-5
CV-PBY-5	G-73	S-25
CW-46	G-F3	SK-43
DC-2	G-S2	SK-44
DC-4 (C-54)	G-TBM	VC-700
DC-6	HW-500	VC-800

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1230

3. OBJECTIVE. The objective of this task is to determine whether or not an applicant is eligible for the issuance of a certificate of waiver of Federal Aviation Regulations (FAR) § 91.119(b) and/or (c) (Minimum Safe Altitudes). Successful completion of this task results in the issuance of a certificate of waiver or the disapproval of an application.

5. BACKGROUND.

A. Definitions.

(1) Congested and Densely Populated Areas. Refer to volume 2, chapter 102, Evaluate a FAR Part 133 Congested Area Plan (CAP).

(2) Pipeline/Powerline Patrol. Operation of an aircraft in order to locate leaks or breaks in a pipeline or powerline.

(3) In the Public Interest. Operations conducted by Federal, state, and local governments; by private law enforcement operators; or for the purpose of conservation, wildlife preservation, or pipeline or powerline patrols.

B. Authority. FAR Part 91 provides for the issuance of a waiver to FAR § 91.119(b) and/or (c). FAR Part 91 also provides for the issuance of a waiver to FAR § 91.313(e) if the applicant is to perform limited operations with restricted category aircraft. Refer to volume 2, chapter 47, Issue a Certificate of Waiver for Restricted Category Civil Aircraft.

C. Examples. Examples of waivers of FAR § 91.119(b) and/or (c), Minimum Safe Altitudes, are pipeline/powerline patrol and low-level thermography flights.

D. FAR That May Not be Waived. FAR § 91.119(a) and (d) shall not be waived.

E. History of the Waiver. Except for a minor amendment to provide relief to recognize the unique capabilities of helicopters, minimum safe altitudes have remained unchanged. These rules were specifically written to safeguard life and property on the surface, with the highest priority placed upon the protection of human life. The Federal Aviation Administration (FAA) recognizes that certain operations justify waiving the 1,000-foot minimum over congested areas and/or 500-foot minimum separation distance from persons or property on the surface.

F. Eligibility. Operators of either standard, limited, or restricted category aircraft may apply for a certificate of waiver to engage in pipeline/powerline patrol operations. Operators of restricted category aircraft may also require a waiver of FAR § 91.313(e) if operations will require flight over congested areas. Refer to volume 2, chapter 47.

G. Forms Used. FAA Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 51-1), is a multipurpose form used to apply for FAA Form 7711-1, Certificate of Waiver or Authorization (figure 51-2). All items on the form may not be applicable to the application request.

H. Submission. The completion and submission of FAA Form 7711-2 is the sole responsibility of the applicant. A completed FAA Form 7711-2 should be submitted to the Flight Standards District Office (FSDO) in whose jurisdiction the applicant plans to conduct the operation a minimum of 45 days before the planned operation begins. If the request involves operations in more than one FSDO's area of jurisdiction, the application should be submitted to the FSDO in the area of the applicant's principal business office.

I. Approval or Denial. Within 30 days of receipt of FAA Form 7711-2, an approved FAA Form 7711-1 or the disapproval of the application must be issued by the FSDO. Once approved, FAA Form 7711-2 becomes a part of FAA Form 7711-1. The district office manager, or a designated representative, shall sign the waiver upon approval.

(1) Is the waiver request in the public interest?

(2) Can the operation be conducted with an equivalent level of safety?

(3) What special provisions are necessary to ensure this adequate safety margin?

B. Evaluation of the Application. The applicant should describe in detail the proposed operation and specify the altitude essential to accomplish the operation. When issuing the waiver, the altitude requested should be an absolute minimum but may not be less than 500 feet from persons or property unless necessary to safeguard human life. (See paragraph 9 of this section.) Operations involving flights in airspace requiring two-way communication will be coordinated with the appropriate air traffic facility. If operations will involve towing, refer to volume 2, chapter 45, Issue a Certificate of Waiver or Authorization: FAR § 91.311 (Banner Towing).

C. Special Provisions. For clarity, special provision guidelines are divided into single-engine and multiengine operations.

(1) Single-engine Aircraft. The minimum altitude permitted in the waiver must provide for compliance with FAR § 91.119(a). This may be accomplished by requiring specific routes and altitudes as necessary to ensure the aircraft could reach a safe landing area in the event of engine failure. If specific routes and altitudes are used, they should be depicted on a chart. The waiver should be limited to day visual flight rules (VFR) operations only.

(2) Multiengine Aircraft. If the aircraft is operated at weights that will allow it to climb with the critical engine inoperative consistent with terrain but not less than 50 feet per minute, specific routes and altitudes need not be required. Waivers may authorize day and night VFR.

9. WAIVER OF FAR § 91.119(c).

A. 500-Foot Minimum Separation Distance. Unless it is necessary to safeguard human life or it altitude or proximity that will permit accomplishment of the operation. The minimum requested should be the absolute minimum permitted. In addition:

(1) Single-engine Aircraft. These aircraft should be prohibited from flying directly at or over persons on the surface and, when operating in close proximity to persons on the surface, it must always be possible to comply with FAR § 91.119(a) without excessive maneuvering.

(2) Multiengine Aircraft. These aircraft should be limited to weights that will allow it to climb with the critical engine inoperative consistent with terrain but not less than 50 feet per minute. If this is not possible, the multiengine aircraft should be treated in the same manner as single-engine aircraft.

C. Waivers Issued in the Public Interest. Operators determined to be acting in the public interest may be authorized to operate closer than 500 feet, but in no case closer than 200 feet, to persons on the surface. Waivers issued in accordance with this paragraph require the development of an operations manual. (See paragraphs 9F and 11 of this section.)

D. Special Provisions. Depending upon the type of operation involved, it may be necessary to prescribe numerous and detailed special provisions. The following are special provisions which should be shown on every waiver issued under paragraph 9, along with any additional provisions considered necessary by the issuing FSDO:

(1) Operations are limited to VFR day only.

(2) Unless authorized by an accepted operations manual, intentional flight at less than 500 feet directly over persons on the surface is prohibited. In addition, the aircraft may not be flown along a path that would require excessive maneuvering to avoid persons on the surface in the event of an emergency.

(3) Unless authorized by an accepted operations manual, the terms of the waiver are limited to within one-quarter mile of the authorized route or operating area, except that no community will be overflown below 500 feet or at less than 1,000 feet over the congested areas of a city.

notify the FSDO responsible for issuing the waiver of such action.

(6) Except when necessary to safeguard human life, no operation will be conducted in closer proximity to persons on the surface than authorized by this waiver.

E. Other Waivers of FAR § 91.119(c). A waiver for operations other than for the purpose of safeguarding human life or in the public interest should prohibit flight closer than 500 feet of any vessel, vehicle, or building on the surface unless the pilot takes reasonable action to determine that they are not occupied by persons at the time of the operation.

F. Manual. If FAR § 91.119(c) is to be waived because it has been determined to be in the public interest (see paragraph 9C), the applicant must submit an original and one copy of an operations manual to the local FSDO for acceptance. Operating and safety procedures must be incorporated in the operations manual. Once accepted by the FSDO, the manual becomes a part of the special provisions. The manual is the standard by which a waiver holder must conduct all operations pursuant to the certificate of waiver. The controls, procedures, and conditions set forth in the operations manual are the primary assurance that persons on the surface will not be jeopardized and will become the basis for the issuance of the certificate of waiver. Therefore, failure to comply with the provisions of the manual shall be considered a violation of the terms of the waiver and may constitute justification for cancellation of the waiver.

G. Manual Revisions. Inspectors should encourage operators to discuss manual revisions with the FSDO before they are submitted for acceptance. Revisions should not be distributed by the operator until accepted by the FAA and returned to the operator with an indication of acceptance (signature and date.) If the revisions are not acceptable, notify the operator in writing within 10 days of receipt of the revisions at the FSDO.

11. CONTENTS OF THE OPERATIONS MANUAL. The manual must include, but is not limited to, the following:

C. Pilots to be Used. This section should contain a list of pilots to be used, including their pilot certificate numbers, grade, and class and date of medical.

D. Aircraft to be Used. This section should contain a list of aircraft by make and model.

E. Operations Manual Distribution and Revision. This section should contain:

(1) Procedures for distribution of the manual to all flight personnel.

(2) A system for revising the manual to ensure that all manuals are kept current. Revisions for an accepted manual should be forwarded to the FSDO at least 15 days before the proposed effective date.

(3) Procedures that describe how approved changes to the manual will be distributed to the pilots.

F. Area of Operations. There will be a wide variety of operational needs. Some can be identified as specific patrol routes; whereas, others may involve open water or forest areas of an entire state. As appropriate, the following information should be provided.

(1) Specific Routes (Powerline/Pipeline Rights of Way.) The manual must contain each route depicted in either cartographic or photographic form. The depiction must identify each community, settlement, stadium, or other common gathering place located within a quarter mile on either side of the route. The depiction should include additional information regarding the location of hazardous power or phone lines or other obstructions requiring altitudes in excess of the minimums prescribed in the waiver.

(2) Large Area Routes. Manuals developed by operators needing broad area authorization should clearly describe the land or water areas where the privileges of the waiver are to be exercised. This may be in the form of a state map with operational areas depicted or a description of operational areas, i.e., open water areas and sparsely populated areas where wildlife preservation operations are to be conducted. It is especially important that the operator provide pilots with sufficient information to enable them to know when the privileges of the waiver apply and

Communication. The terms of the waiver may not be exercised in airspace requiring two-way communication unless authorization for the flight has been obtained from the appropriate air traffic facility.

(3) Operations Within 500 Feet of Persons. FAR § 91.119(c) prohibits operations directly over persons on the surface at less than a 500-foot altitude. When operations at less than a 500-foot altitude or a 500-foot lateral clearance from persons are desired, procedures must be approved by the FAA that include approach and departure paths, emergency procedures to be used, and the pattern and altitude that will permit the aircraft, if single-engine, to land in an emergency without endangering persons or property on the surface. Additionally, the aircraft flight path must be such that it will not be necessary to pass directly over persons on the surface in the event of an emergency. The trajectory of the aircraft must pass to one side or the other of any persons on the surface.

(4) Entry/Departure Paths. All normal entry and departure paths to and from the waivered flight paths will be charted and available to the pilot.

H. Certification/Airworthiness. The aircraft may be certificated in any category, except experimental and provisional, provided the requirements of FAR §§ 91.7 and 91.203 are met. Procedures shall be included to ensure that inspections will be in accordance with FAR Parts 43 and 91.

I. Pilot Personnel - Minimum Requirements. The operator shall establish and specify the minimum pilot requirements. Minimum requirements should meet or exceed the following:

(1) a current U.S. commercial pilot certificate with ratings appropriate to the category and class aircraft to be used under the terms of the waiver;

(2) at least 500 hours as pilot-in-command (PIC) logged;

(3) a minimum of 100 hours in the category and class of aircraft to be used; and

(4) a minimum of 5 hours in the make and model aircraft to be used under the waiver.

(c) emergency procedures;

(d) the operations manual; and

(e) terms and conditions of the waiver.

K. Annual Check. The chief pilot will examine each pilot at least once each 12 calendar months. The examination will consist of an oral and practical test that covers the subject areas for the initial checkout.

L. Pilot Notices. The applicant must develop a procedure to notify all pilots of special circumstances such as the avoidance of noise-sensitive areas, changes of operating procedures, etc.

M. Accident Notification. The manual must contain procedures for notification and reporting accidents.

13. REVIEW FAA FORM 7711-2. Pertinent items are discussed below for purposes of clarity and uniformity. The application should be reviewed upon receipt for obvious discrepancies. The information submitted by the applicant on FAA Form 7711-2 MUST NOT be altered by the issuing office.

A. Items 1 and 2. If the applicant is a representative of an organization, the organization's name should appear in item 1. The name of the individual and his or her position or authority to represent the organization (e.g., the "responsible person") should appear in item 2. If the applicant is not representing others, the term "N/A" should be entered in item 1 and the applicant's name entered in item 2.

B. Item 4. In many instances the applicant does not know or is not sure which sections of the FAR are involved. A conference with the applicant before acceptance of the application may be necessary.

C. Item 5. It is sufficient for the applicant to use the terms "agricultural," "forest and wildlife," "aerial surveying," "patrolling," or "weather control," to describe the type of operation. However, the applicant should include detailed information on the type of operation.

D. Item 6. A detailed description of any city, town, county, and/or state over which operations will

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FAA policies and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit within the district office, other FSDO's, appropriate air traffic facilities, and the regional office.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1 and 61
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 7711-1 Certificate of Waiver or Authorization (figure 51-2)
- FAA Form 7711-2 Application for a Certificate of Waiver or Authorization (figure 51-1)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Initial Contact.

(1) Provide the applicant with a copy of FAA Form 7711-2 (figure 51-1) and the Instructions for Completion of FAA Form 7711-2 (figure 51-3).

(2) Advise the applicant to complete items 1 through 8 and 15 on FAA Form 7711-2.

(3) Advise the applicant that the completed FAA Form 7711-2 must be submitted in duplicate (the original and one copy) to the FSDO at least 45 days before planned operations begin.

(4) If FAR § 91.119(c) is to be waived in the public interest:

(a) advise the applicant that any required operations manual must be prepared and submitted in duplicate (the original and one copy) with the completed FAA Form 7711-2; and

C. Receipt of FAA Form 7711-2 and an Operations Manual, if required. Using the FAR Part 91 Job Aid (figure 51-5), the information provided by the applicant, and the background in section 1 of this chapter, review FAA Form 7711-2 for all pertinent information for the proposed operation. Accept strike-overs that are minor in nature and initialed by the applicant. Items 9 through 14 apply to airshow and air race waiver requests only.

(1) Items 1 and 2, Name of Organization/Name of Responsible Person. Ensure that the applicant has indicated the name of the organization or individual applying and the name of a person responsible for matters concerning the application.

(2) Item 3, Permanent Mailing Address. Ensure that the applicant indicates the permanent mailing address of the organization or individual named in Item 1.

(3) Item 4, FAR Sections to be Waived. Ensure that the applicant has listed all sections of the FAR that need to be waived.

(4) Item 5, Description of Operations. Ensure that the applicant has indicated the type of operation to be conducted.

(5) Item 6, Area of Operations.

(a) Ensure that the applicant has listed specific locations and altitudes of the proposed operation.

(b) Ensure that the area of operation is within the jurisdiction of the district office.

(6) Item 7, Time Period.

(a) Ensure that the applicant has included a beginning date and hour and an ending date and hour for the planned operation.

(b) Ensure that the requested dates do not exceed 24 calendar months.

(7) Item 8, Aircraft and Pilots. Check for aircraft make and model, pilot names, certificate numbers and ratings, and full home addresses. Item 8 may be accepted with a statement, "A list containing aircraft

in the action block of FAA Form 7711-2.

(b) Prepare a letter of disapproval of an application (figure 51-5) with a suspense date for submission of a corrected application.

(c) Retain a copy of FAA Form 7711-2 for future comparison.

(d) Return the application, the operations manual (if appropriate), any supporting documentation, and the letter of disapproval to the applicant.

(e) Make appropriate PTRS entries.

(10) If FAA Form 7711-2 has been completed, continue with the task.

D. Enforcement Information Subsystem (EIS). Consult the EIS data base for the violation history of the applicant and/or pilots.

E. Review the Proposed Operations Manual. Review the operations manual to ensure that the manual contains the items discussed in section 1, paragraph 11 of this chapter.

(1) If the manual is unsatisfactory:

(a) List reasons for disapproval in the Remarks section of FAA Form 7711-2. Sign and date in the action block of FAA Form 7711-2.

(b) Prepare a letter of nonacceptance (figure 51-6) with a suspense date for submission of a corrected operations manual.

(c) Retain a copy of the disapproved manual for future comparison.

(d) Return FAA Form 7711-2, the disapproved operations manual, any supporting documentation, and the letter of disapproval to the applicant.

(2) If the manual is satisfactory, stamp each page "Approved." Sign and date each page.

(3) Prepare a letter of approval of the operations manual (figure 52-7).

(4) Continue with the task.

leak detector devices, helicopter device for powerline voltage readout, etc.)

(3) If a restricted category aircraft will be used, coordinate with the aircraft certification office to attend the facility inspection.

G. Conduct Facility Inspection. Use the FAR Part 91 Minimum Safe Altitude Waiver and Facility Inspection Job Aid (figure 52-8) to conduct the facility inspection.

(1) Check pilot certificate and medicals.

(2) Check pilot logbooks for the appropriate en route endorsements.

(3) Ensure that the registration certificate and the airworthiness certificate, as well as a copy of the special operating limitations (restricted category), are on board the aircraft.

H. Unsatisfactory Inspection.

(1) Brief the operator on the discrepancies found during the inspection.

(2) List the reasons for the unsatisfactory inspection in the "Remarks" section of FAA Form 7711-2. Sign and date the document in the action block of FAA Form 7711-2.

(3) Prepare a letter of unsatisfactory inspection (figure 51-9). Include in the letter a date for a follow-up inspection that is 15 days from the date of the letter of disapproval.

(4) Retain a copy of FAA Form 7711-2 to use in the follow-up inspection to ensure that discrepancies found in the initial inspection have been corrected.

(5) Return the application, the operations manual, any supporting documentation, and the letter of disapproval to the applicant.

(6) Make appropriate PTRS entries.

(7) Perform follow-up inspection.

I. Satisfactory Inspection.

office manager, or designated representative, for signature. The designated representative may be no lower then the operations unit supervisor.

J. District Office File. Prepare a district office file on the operator that includes, but is not limited to, a copy of the following:

(1) FAA Form 7711-1 and any special provisions;

(2) FAA Form 7711-2;

(3) letter of disapproval of the application;

(4) letter of disapproval of the operations manual;

(5) approved operations manual;

(6) letter indicating an unsatisfactory facility inspection;

(7) completed FAR Part 91 job aid (until PTRS entries are complete then discard); and

(8) any other documents of correspondence.

K. Waiver Distribution.

(1) Send the originals of the following documents to the applicant:

(a) FAA Form 7711-1 and any special provisions;

M. Vital Information Subsystem (VIS). Establish a FAR Part 91 Operator VIS record.

7. TASK OUTCOMES. Completion of this task results in one or more of the following:

A. A Certificate of Waiver

B. An approved operations manual

C. Letter of disapproval of an application

D. A completed FAR Part 91 Minimum Safe Altitude Waiver and Facility Inspection Job Aid

E. A letter indicating the disapproval of an operations manual

F. A letter indicating an unsatisfactory facility inspection

G. Letter indicating approval of an operations manual

9. FUTURE ACTIVITIES.

A. Reissue a certificate of waiver

B. Cancellation of a certificate of waiver

C. Review revisions to manual

D. Possible follow-up facility inspection

E. Possible enforcement investigation.

APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION

Action
☐ Approved ☐ Disapproved — *Explain under "Remarks"*

Signature of authorized FAA representative

INSTRUCTIONS

Submit this application in triplicate (3) to any FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 8 only and the certification, item 15, on the reverse.

1. Name of organization	2. Name of responsible person
Potomac Power	David Watt

3. Permanent mailing address	House number and street or route number	City	State and ZIP code	Telephone No.
	600 Edison Ave	Richmond	VA 20101	(804) 555-0987

4. FAR section and number to be waived

FAR Section 91.119(b) and (c)

5. Detailed description of proposed operation *(Attach supplement if needed)*

(The applicant must furnish a detailed description of the operation, e.g. powerline patrol. The applicant may place this description on a separate sheet of paper and attach it to the application.)

6. Area of operation *(Location, altitudes, etc.)*

(The applicant must include a detailed description of the location, the altitudes, etc. The applicant may attach a map, chart, or other depiction.)

7a. Beginning *(Date and hour)*	b. Ending *(Date and hour)*
(Self-explanatory)	(Self-explanatory)

8. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address *(Street, City, State)* (d)
Cessna 172	Philip Ohm	Commercial 456123789	2345 Chancellorsville Lane Mechanicburg, VA
(The applicant	may subjit this in	formation at a lat	er date if unknown at the
time of applic	ation; however, the	inspector cannot	approve the application
until receiving	this information.)		
(The applicant	must sign in Item 1	5 on the reverse	side of FAA Form 7711-2.)

Potomac Power

ADDRESS

600 Edison Ave, Richmond, VA

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

OPERATIONS AUTHORIZED

(Describe in detail the operations authorized by the waiver, e.g., powerline patrol. Attach separate sheets of paper if necessary.)

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

FAR Section 91.119 (b) and (c), Minimum Safe Altitudes

STANDARD PROVISIONS

1. A copy of the application made for this certificate shall be attached to and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

NOTE.—This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance

SPECIAL PROVISIONS

Special Provisions Nos. 1 to 10, inclusive, are set forth on the reverse side hereof.

This certificate is effective from (Beginning date/time) to (Ending date/time), inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.

BY DIRECTION OF THE ADMINISTRATOR

(Self-explanatory)
(Region)

Signed by the district office manager
(Signature)

(Enter the date the waiver was signed)
(Date)

but may be delegated no lower than the operations unit supervisor.
(Title)

FAA Form 7711-1 (7-74)

U.S. GOVERNMENT PRINTING OFFICE: 1974 — 672-478/32

the organization's representative, for application purposes should appear in Item 2. If you are not representing an organization, the term "N/A" should be entered in Item 1 and your name in Item 2.

b. Item 3, Permanent Mailing Address. Self-explanatory.

c. Item 4, FAR Section and Number to be Waived. All applicable FAR sections and numbers that are to be waived for the operation to be conducted must be listed in this item. If you are unsure which FAR sections will need to be waived, contact the FSDO for guidance.

d. Item 5, Detailed Description of Proposed Operations. It is sufficient to use the term "pipeline patrol," "powerline patrol," etc., for a description. However, additional detailed information may be included.

e. Item 6, Area of Operation. A detailed description of any city, town, county, and/or state over which the operations will be conducted and the minimum altitude essential to accomplish the operation should be included in this item. The routes for powerline/pipeline operations must be depicted in cartographic or photographic form. This depiction should include every community, settlement, stadium, or other common gathering place located either side of the route. The depiction should also include the areas where powerlines and phone lines or any other obstructions cross the route.

f. Item 7, Time Period. List the beginning dates and hours and the ending dates and hours the operation will be conducted. Maximum time period for operations is 24 calendar months (e.g., June 12, 1994 to June 30, 1996.) The application should be submitted to the FSDO at least 45 days before the beginning date of the operation. For a onetime operation, consideration should be given to alternate dates. A request for alternate dates may prevent a delay and/or unnecessary paperwork. These alternate dates should be included in this item.

g. Item 8, Aircraft Make and Model. List the names of all pilots, their certificate numbers and ratings, and full home address and all aircraft by make and model that will be used in the operation. If the type of aircraft and/or the names of the pilots are not known at the time the application is submitted, the FAA will accept the application with the statement, "A list containing aircraft and/or pilot information will be furnished on [*insert date.*]"

h. Item 9, Sponsorship. Not required.

i. Item 10, Permanent Mailing Address of Sponsor. Not required.

j. Item 11, Policing. Not required.

k. Item 12, Emergency Facilities. Not required.

l. Item 13, Air Traffic Control. Not required.

m. Item 14, Schedule of Events. Not required.

n. Item 15, Certification. As the applicant or an organization's representative, you must sign in this block and on each page of the application.

routes must be identified.

c. Each hazardous area along each route, such as phone lines, powerlines, cables, towers, etc., must be depicted.

2. Emergency Procedures. Specify procedures for emergency notification of company officials when compromise of powerline/pipeline is observed. The manual must describe in detail how the pilot will notify the company officials or ground personnel if it is necessary to safeguard human life. Some examples of acceptable notification would be:

a. streamer drop; and

b. radio call or radio monitor by company officials.

3. Aircraft Certification and Airworthiness.

a. List all aircraft according to category - standard, limited, or restricted. All the requirements of FAR §§ 91.7 and 91.203 must be met as applicable.

b. The manual must describe the inspection program required by FAR Parts 43 and 91 for the aircraft being operated. Administrative control of the maintenance inspection program must also be described, including the assignment of duties and responsibilities.

4. Personnel. The manual must include the following minimum pilot knowledge and experience requirements:

a. Each pilot must hold a U.S. commercial or airline transport pilot certificate with ratings appropriate to the category and class of airplane to be used.

b. Each pilot must have 500 hours as PIC.

c. Each pilot must have 25 hours as PIC in the category and class of aircraft to be used.

d. The pilot must have 5 hours as PIC of the make and model aircraft to be used in the operation.

e. If more than one pilot will be used under the terms and conditions of the waiver, the manual must designate a chief pilot. The chief pilot must ensure that all pilots meet the minimum initial flight requirements before acting as PIC under the waiver. The minimum initial flight requirements are as follows:

(1) route qualification which includes a flight check over the designated route or routes to be flown and a logbook endorsement reflecting that experience;

(2) aircraft performance and limitations;

(3) emergency procedures included in the waiver terms and conditions;

(4) the contents of the operations manual.

f. All pilots must be examined through the use of oral and practical testing by annual examination on:

(1) route familiarization;

(2) aircraft performance and limitations;

(3) emergency procedures;

b. Operations in controlled airspace - The terms of the waiver may not be exercised in controlled airspace unless authorization has been received by the appropriate air traffic facility.

c. If the applicant requests operations within less than 500 feet altitude and/or 500 feet lateral clearance, the following procedures must be described:

(1) approach and departure path;

(2) emergency procedures; and

(3) pattern and altitude to be flown which will permit single-engine aircraft to land in an emergency without endangering persons or property on the surface.

d. A plan for ensuring update of all operations manuals when amendments have been accepted by the FAA FSDO.

e. An agreement specifying that a copy of the waiver must be on board each aircraft during operation. As a minimum, the manual will be available at the main base of operations and at each satellite base.

the reasons listed in the Remarks section of FAA Form 7711-2.

Please make the corrections noted and return to this office within 15 days of receipt of this letter.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

for the reasons listed in the Remarks section of FAA Form 7711-2.

Please make the corrections noted and return to this office within 15 days of receipt of this letter.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

This letter is to inform you that the operations manual you submitted with FAA Form 7711-2 on [*indicate date*] has been accepted.

Any revisions to the accepted operations manual must be submitted to this office for review. Revisions should not be distributed before this office has accepted the revisions.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

District Office: 1. Review application, determine if Operations Manual is required.			
2. If not, see a., if yes, see b., below			
a. Brief applicant on: (1) Route map, approach/departure paths for single engine			
(2) EPA statement			
(3) Pilot experience requirements for: initial/annual training training records chief pilot duties			
(4) Aircraft category requirements restricted category operating limitations and possible waiver			
(5) Controlled airspace operations			
(6) Pilot notification procedures in the event of special circumstances.			
b. Issue guide for manual development			
3. Review Operations Manual: a. Minimum altitude			
b. Area of operation depicts settlements, powerlines, etc.			
c. Aircraft notification			
d. Aircraft inspection program			
e. List of personnel; experience; ratings; fulfills hours requirements; pilot training program			
f. Flight Operations; VFR; flight under 500 feet; flight in controlled airspace; entry and departure paths; special circumstances			
g. Procedures to safeguard human life			
h. Manual status: control page, revision page, changes to manual			
i. List of Special Provisions			
4. Determine applicable "standard" special provisions			

(2) Medical (Class II, current)			
(3) Training records			
(4) Route map - ingress/egress routes			
(5) Special equipment			
6. Develop additional special provisions as needed			

REMARKS:

This letter is to inform you that the following discrepancies were found during the facility inspection on [*indicate date*]:

[*list discrepancies*]

Please make corrections of the noted discrepancies within 15 days of receipt of this letter. Please notify this office when corrections have been made so that a follow-up inspection can be scheduled.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1230

3. OBJECTIVE. The objective of this task is to determine if an aircraft operator has developed an acceptable flight operations manual for use in motion picture and television filming production, and if the aircraft operator has developed safe operating procedures, guidelines, and criteria, if necessary, to operate below the altitudes required in Federal Aviation Regulations (FAR) § 91.119(b) for aerobatic flight. Successful completion of this task results in the acceptance or non-acceptance of a flight operations manual, the issuance of a certificate of waiver, or the disapproval of an application.

5. GENERAL.

A. Purpose. Filming of motion pictures and/or television series may require aircraft to be used as camera platforms or stunt vehicles. A waiver of the requirements of FAR § 91.119(b) and (c) is necessary when aircraft must be flown closer than 1,000 and/or 500 feet from persons or property. If filming sequences require an aircraft to be flown in aerobatic flight below 1500 above ground level (AGL) or over a congested area or in controlled airspace, a waiver of FAR § 91.303 may also be required.

B. Forms Used. Federal Aviation Administration (FAA) Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 52-1), is a multipurpose form used to apply for FAA Form 7711-1, Certificate of Waiver or Authorization (figure 52-2). All items on the form may not be applicable to the application request.

C. Submission. FAA Form 7711-2, including a proposed Motion Picture and Television Flight Operations Manual, should be submitted at least 45 days before actual filming begins. The completion and submission of FAA Form 7711-2 and a proposed flight operations manual is the sole responsibility of the applicant.

D. Approval or Disapproval. Applications for filming motion pictures and television series are processed at the local Flight Standards District Office (FSDO). Within 30 days of receipt of the FAA Form 7711-2, an approved FAA Form 7711-1 or disapproval of the application must be issued by the district office. Upon approval, FAA Form 7711-2 and the acceptable flight operations manual become part of FAA Form 7711-1. The district office manager, or designated representative, shall sign the waiver upon approval.

E. Expiration Date. An FAA Form 7711-1 shall expire 24 calendar months from the date of issuance. A certificate of waiver may be reissued by submission of a properly prepared FAA Form 7711-2 and the applicant's previously accepted flight operations manual, if appropriate.

F. Motion Picture and Television Flight Operations Manual. Operating and safety procedures must be incorporated in a Motion Picture and Television Flight Operations Manual. The flight operations manual, once accepted, becomes a part of the special provisions. The flight operations manual is the standard by which a certificate holder must conduct all operations pursuant to the certificate of waiver. The controls, procedures, and conditions set forth in the flight operations manual are the primary assurance that persons on the surface will not be jeopardized. This will be the basis for the issuance of the waiver. Therefore, failure to comply with the provisions of the flight operations manual shall be considered a violation of the terms of the waiver and may constitute justification for cancellation of the waiver.

G. Flight Operations Manual Revisions. Inspectors should encourage operators to discuss manual revisions before they are submitted for acceptance. Revisions should not be distributed by the operator until acceptance by the FAA and returned to the operator with an indication of acceptance. If the revisions are not accepted, inspectors must notify the operator in writing within 10 days of receipt of the proposed revisions.

I. Restricted and Experimental Category Aircraft.

(1) Serving as a camera platform for motion picture and television filming is not one of the purposes for which FAA issues a restricted category airworthiness certificate. Therefore, restricted category aircraft cannot be used as the filming "vehicle" in motion picture and television filming.

(2) In order to be used in motion picture and television filming operations, aircraft in the experimental category must have an airworthiness certificate issued for the purpose of exhibition.

J. Helicopters. Although helicopter operations are generally conducted under FAR § 91.119(d), which allow operations at less than the minimums prescribed in FAR § 91.119(b) and (c), the Flight Standards Service has determined that low-level movie-making helicopter operations may create a hazard to persons or property on the surface. Therefore, a certificate of waiver must be obtained for movie-making helicopter operations. If helicopters are to be used for aerobatic purposes under the provisions of this waiver, refer to chapter 49, section 1, paragraph 17B.

7. CONTENTS OF THE FLIGHT OPERATIONS MANUAL. The applicant must submit an original and one copy of the Motion Picture and Television Filming Flight Operations Manual. The manual must include at the least the following:

A. Company Organization.

(1) Business name, address, and telephone number of applicant.

(2) List of pilots to be used during the filming, including their pilot certificate numbers, grade, and class and date of medical.

(3) List of aircraft by make and model.

B. Distribution and Revision. This section should contain procedures for revising the flight operations manual to ensure that all manuals are kept current. Revisions for the accepted flight operations manual should be forwarded to the FSDO at least 15 days before the proposed effective date.

C. Scope of Operations. The manual must include a description of the scope of operations, depending upon the activities of the applicant. Certain companies may confine their activities to a local area, while other operators may conduct activities throughout the entire United States. The manual shall define the area authorized by the certificate of waiver.

E. Plan of Activities. The manual must include procedures for the operator to submit, within 3 days of scheduled filming, a written plan of activities to the local FSDO having jurisdiction over an area of proposed filming. The plan of activities must include at least the following:

(1) dates and times for all flights;

(2) name and phone number of person responsible for the filming production event;

(3) make and model of aircraft to be used and type of airworthiness certificate, including category;

(4) name of pilots involved in the filming production event;

(5) a statement that the waiver holder has obtained permission from property owners and/or local officials to conduct the filming production event;

(6) signature of waiver holder or representative; and

(7) a general outline, or summary, of the production schedule, to include maps or diagrams of the specific filming location, if necessary.

F. Permission to Operate. The flight operations manual shall specify requirements and procedures for the applicant to obtain permission from property owners and/or local officials (e.g., police, sheriff, fire departments, etc.) as appropriate for the conduct of all operations when using the waiver.

G. Security. The applicant shall specify the method of security that will be provided to exclude all persons from the location not directly involved with the operation. Provision shall be made to stop activities when unauthorized persons, vehicles, or aircraft enter the operations area, or for any other reason, in the interest of safety.

and 91.203 are met. Procedures shall be included to ensure that aircraft inspections will be in accordance with FAR Parts 43 and 91.

J. Pilot Personnel - Minimum Requirements. The operator shall establish and specify the minimum pilot requirements. Minimum requirements should meet or exceed the following:

(1) a current U.S. commercial pilot certificate with ratings appropriate to the category and class aircraft to be used under the terms of the waiver;

(2) at least 500 hours as pilot-in-command (PIC) logged;

(3) a minimum of 100 hours in the category and class of aircraft to be used;

(4) a minimum of 5 hours in the make and model aircraft to be used under the waiver; and

(5) in the event that the 1500-foot minimum standard contained in FAR § 91.303(d) is to be waived, the pilot performing aerobatic maneuvers must hold an FAA Form 8710-7, Statement of Acrobatic Competency, for the operations to be performed.

K. Communications. The flight operations manual must contain procedures to provide communications capability with all participants during the actual operation and filming. The applicant can use oral, visual, or radio communications as along as it keeps the participants continuously apprised of the current status of the operation.

L. Accident Notification. The flight operations manual must contain procedures for notification and reporting of accidents.

9. REVIEW FAA FORM 7711-2. Pertinent items are discussed below for purposes of clarity and uniformity. The application should be reviewed upon receipt for obvious discrepancies. The information submitted by the applicant on FAA Form 7711-2 MUST NOT be altered by the issuing office.

A. Items 1 and 2. If the applicant is a representative of an organization, the organization's name should appear in item 1. The name of the individual the new codification of FAR Part 91, and there is likely to be some confusion on the part of both inspectors and applicants.)

C. Item 5. It is sufficient for the applicant to use the term "motion picture and/or television filming" to describe the type of operation.

D. Item 6. A detailed description of any city, town, county, and/or state over filming production event operations will be conducted and the minimum altitudes essential to accomplish the operation should be included in this item.

E. Item 7. The applicant should list the beginning date and hour and ending date and hour for the operation in this item. The dates requested must not exceed 24 calendar months. In cases involving one-time operations where an alternate date has not been indicated, the inspector should advise the applicant to request an alternate date in order to save time and unnecessary paperwork.

F. Item 8. At the time the application for a waiver is submitted, the applicant may not know the names of the pilots or the aircraft to be used in a particular operation. The application may be accepted with a notation in item 8 that a list will be provided at a later, specified date.

G. Item 9.

(1) The FAA's concern is not whom the sponsors are but what measures need to be taken to guarantee that it will be a safe operation. Members of the nonparticipating public must be protected from undue hazard.

(2) While the applicant assumes responsibility for the terms of the waiver, he or she may be inexperienced and not have the operational expertise to ensure compliance with the specified conditions of the waiver. Under these circumstances, the applicant should be advised that as a condition for the issuance of the waiver, a qualified person with the necessary background and experience must be designated by the sponsoring organization or individual to ensure operational safety for the filming production event.

remembered that it is not the FAA's responsibility to control the crowd nor to decide who can serve to police the filming production event.

(3) In every case, the applicant should be advised that it is his or her responsibility to ensure that all reasonable efforts are made to confine spectators to designated areas. If reasonable efforts have been taken and unauthorized persons or vehicles enter the airspace where maneuvers are being performed during the filming production event, efforts must be made to remove them. All parties involved in the production and the inspector shall use good judgement when determining whether it is necessary to halt a filming production event to protect persons on the ground.

I. Item 12. Emergency facilities have also caused problems for production companies. As discussed previously, the application form serves as an all-purpose form, and therefore, contains items that may or may not be appropriate to emergency facilities. Some applications have been denied because the boxes for physician, ambulance, and fire truck were not filled in. Every filming production event sponsor should be encouraged to provide emergency medical service even though this service is not normally necessary. A physician or a rescue squad, paramedics, or emergency medical technicians may be sufficient. Normally, the following rules of thumb are adequate.

(1) Physician: Except for events that are a great distance (in a ground vehicle) from a hospital or medical clinic, an emergency rescue squad, paramedics, emergency medical technicians, or a first-aid station can be substituted for a physician.

(2) Ambulance: If an emergency rescue squad is provided, an ambulance should also be provided. If there is a physician in attendance, any vehicle acceptable to the physician for emergency transportation is sufficient. In fact, many communities rely on a sheriff's or local law enforcement officer's vehicle as their only means of ambulance service. It

(4) Crash Wagon: Many locations where events are conducted do not have crash wagons available. If they are not available, the FAA should not require a sponsor to obtain one from a facility that might be hundreds of miles away. Again, crash wagons serve the performers, not the public.

(5) Other: A sponsor seldom needs to fill in this block. The following is an example of how the "OTHER" block might prove useful. In one filming production event, the sponsor had a helicopter and pilot continually ready for emergency transportation of spectators or performers who might be injured or who become ill during the filming production event. Additionally, a military-trained firefighter and medic was standing by the helicopter with extinguishers in case one of the aircraft had an accident anywhere in the operating area. In this particular case, by describing this "OTHER" emergency facility, the applicant could have been relieved of having to show anything in the preceding blocks.

J. Item 13. Air traffic control for filming production events can be handled in many ways. Naturally, if the airport is served by a control tower, communications problems may be negligible. Radio communications or prearranged ground-to-air signals can handle traffic control.

(1) Even if every aircraft in the event is equipped with a two-way radio, a ground-to-air recall signal provision should be provided and described in the application.

(2) If an airport, that is the site of a filming production event, is served by a scheduled air carrier, arrangements must be made for the arrival and departure of such aircraft. Generally, it is adequate to schedule a break in the activities to allow for scheduled arrivals and departures.

K. Item 14. The FAA must see a schedule of events in order to evaluate the application. For the purpose of reviewing the application, the schedule does not need to be detailed. It should contain at least a general description of the types of events for the

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inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit within the district office, appropriate air traffic facilities, and the regional office.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Part 1
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 7711-1, Certificate of Waiver or Authorization (figure 52-2)
- FAA Form 7711-2, Application for a Certificate of Waiver or Authorization (figure 52-1)
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Determine if an FAA Form 7711-2 is Required. (Refer to section 1, paragraph 5A of this chapter.)

(1) If an FAA Form 7711-1 is not required, terminate the task.

(2) If an FAA Form 7711-1 is required:

(a) Provide the applicant with a copy of FAA Form 7711-2 (figure 52-1), Instructions for Completion of FAA Form 7711-2 (figure 52-3), and FAR Part 91 Motion Picture and Television Flight Operations Manual Development Guide (figure 52-4).

(b) Advise the applicant to complete items 1 through 8 and 15 on FAA Form 7711-2.

(c) Advise the applicant that the application must be submitted in duplicate (the original and one copy) to the FSDO at least 45 days before the filming production event.

(3) Advise the applicant that the application must be submitted in duplicate (the original and one copy) to the FSDO at least 45 days before the filming production event.

(c) Advise the applicant that a Motion Picture and Television Flight Operations Manual must be prepared and submitted in duplicate (the original and one copy) to the FSDO for review at least 45 days before the planned filming production event.

B. Open PTRS. Make appropriate PTRS entries.

C. Receipt of FAA Form 7711-2 and Flight Operations Manual, if appropriate. Using the information provided by the applicant and the background in section 1 of this chapter, review FAA Form 7711-2 for all pertinent information for the proposed filming production event. Accept strikeovers that are minor in nature and initialed by the applicant. Items 9 through 14 apply if the applicant has requested a waiver of FAR § 91.303, and to airshow and air race waiver requests only.

(1) Items 1 and 2, Name of Organization/Name of Responsible Person. Ensure that the applicant has indicated the name of the organization or individual applying and the name of a person responsible for matters concerning the application.

(2) Item 3, Permanent Mailing Address. Ensure that the applicant has indicated the permanent mailing address of the organization or individual named in Item 1.

(3) Item 4, FAR Sections to be Waived. Ensure that the applicant has listed all sections of the FAR that need to be waived with regard to the filming production event.

(4) Item 5, Description of Operations. Ensure that the applicant has indicated the type of motion picture and/or television filming production event to be conducted.

(5) Item 6, Area of Operations.

(a) Ensure that the applicant has listed the specific locations and altitudes of the proposed filming production event.

(7) Item 8, Aircraft and Pilots. Check for aircraft make and model, pilot names, certificate numbers and ratings, and full home addresses. Item 8 may be accepted with a statement, "A list containing aircraft and pilot information will be furnished on [*applicant enters a specific date*]."

(8) Items 9 and 10, Sponsorship. Ensure that the applicant has indicated the sponsor (organization or individual) of the filming production event and the sponsor's address.

(9) Item 11, Policing. Ensure that the applicant has described provisions for policing the filming production event.

(10) Item 12, Emergency Facilities. Ensure that the applicant marked all items that will be available at the time and place of the event.

(11) Item 13, Air Traffic Control. Ensure that the applicant has described the method of controlling air traffic, including the arrival and departure of aircraft.

(12) Item 14, Schedule of Events. Ensure that the applicant has listed the dates and times of all scheduled filming events.

(13) Item 15, Certification. Ensure that the applicant has signed and dated FAA Form 7711-2 and each page of the application.

(14) If FAA Form 7711-2 has not been completed:

(a) List the reasons for disapproval in the "Remarks" section of FAA Form 7711-2.

(b) Prepare a letter of disapproval of application (figure 52-5) with a suspense date for submission of a corrected FAA Form 7711-2.

(c) Retain a copy of the application for future comparison.

(d) Return the application, flight operations manual, if appropriate, and the letter of disapproval to the applicant.

(e) Make appropriate PTRS entries.

E. Unsatisfactory Flight Operations Manual. If the manual is unsatisfactory:

(1) Contact the applicant and explain areas of the flight operations manual that need to be corrected.

(2) Prepare a letter of nonacceptance of the manual (figure 52-6) with a suspense date for submission of the corrected flight operations manual.

(3) Mark the "Disapproved" block of FAA Form 7711-2, list reasons for the disapproval in the "Remarks" section of FAA Form 7711-2, and sign and date in the action block of FAA Form 7711-2.

(4) Retain a copy of the flight operations manual for future comparison.

(5) Return the application, the flight operations manual, and the letter of nonacceptance to the applicant.

F. Satisfactory Flight Operations Manual. If the manual is satisfactory:

(1) Mark the "Approved" block on FAA Form 7711-2, and sign and date in the action block of FAA Form 7711-2.

(2) Prepare a letter of acceptance of a flight operations manual (figure 52-7).

(3) Continue with the task.

G. Prepare FAA Form 7711-1.

(1) Fill in the inspector portion of FAA Form 7711-1.

(2) Develop any special provisions that are not covered in the applicant's flight operations manual.

(3) If FAR § 91.303 is to be waived, refer to chapter 49, section 1, paragraph 17 and paragraphs 19A through D for additional provisions that may be required.

(4) Submit FAA Form 7711-1 to the district office manager, or designated representative, for his or her signature. The designated representative may be no lower then the operations unit supervisor.

(a) FAA Form 7711-1 and the special provisions;

(b) FAA Form 7711-2;

(c) flight operations manual;

(d) letter of disapproval of application (FAA Form 7711-2);

(e) letter of nonacceptance of the flight operations manual;

(f) letter of acceptance of the flight operations manual;

(g) letter of reminder; and

(h) any other documents of correspondence.

(2) Send the original of the following documents to the applicant:

(a) FAA Form 7711-1;

(b) FAA Form 7711-2;

(c) accepted Motion Picture and Television Flight Operations Manual;

A. Issuance of a certificate of waiver

B. Disapproval of an application

C. A letter of nonacceptance of the flight operations manual

D. An accepted flight operations manual

E. Letter of acceptance of the flight operations manual

F. Letter of reminder to submit a plan of activities

G. FAR Part 91 VIS record

9. FUTURE ACTIVITIES.

A. Reissue a certificate of waiver

B. Cancellation of a certificate of waiver

C. Review proposed revisions to the flight operations manual

D. Review the operator's plan of activities

E. Surveillance of any operations approved by the certificate of waiver

F. Possible enforcement investigation

APPLICATION FOR CERTIFICATE OF WAIVER OR AUTHORIZATION

Action: ☐ Approved ☐ Disapproved — *Explain under "Remarks"*

Signature of authorized FAA representative

INSTRUCTIONS

Submit this application in triplicate (3) to any FAA Flight Standards district office.

Applicants requesting a Certificate of Waiver or Authorization for an aviation event must complete all the applicable items on this form and attach a properly marked 7.5 series Topographic Quadrangle Map(s), published by the U.S. Geological Survey (scale 1:24,000), of the proposed operating area. The map(s) must include scale depictions of the flightlines, showlines, race courses, and the location of the air event control point, Police dispatch, ambulance, and fire fighting equipment. The applicant may also wish to submit photographs and scale diagrams as supplemental material to assist in the FAA's evaluation of a particular site. Application for a Certificate of Waiver or Authorization must be submitted 45 days prior to the requested date of the event.

Applicants requesting a Certificate of Waiver or Authorization for activities other than an aviation event will complete items 1 through 8 only and the certification, item 15, on the reverse.

1. Name of organization	2. Name of responsible person
Universal Studios, Inc.	Louis B. Mayer III

3. Permanent mailing	House number and street or route number	City	State and ZIP code	Telephone No.
	1 Universal Way	Hollywood	CA 91111	(917) 555-4321

4. Rule section and number to be waived

(List all FAR to be waived for the filming production event.)

5. Detailed description of proposed operation *(Attach supplement if needed)*

(The applicant must describe the filming event in as much detail as possible. The applicant may attach separate sheets if necessary.)

6. Area of operation *(Location, altitudes, etc.)*

(The applicant must indicate the specific locations, altitudes, etc. The applicant may attach a map, chart, or other depiction.)

7a. Beginning *(Date and hour)*	b. Ending *(Date and hour)*
(Self-explanatory)	(Self-explanatory)

8. Aircraft make and model (a)	Pilot's Name (b)	Certificate number and rating (c)	Home address *(Street, City, State)* (d)
(The applicant may submit this information at a later date if unknown at the time of application; however, the inspector cannot approve the application until receiving the information.)			

11. Policing *(Describe provisions to be made for policing the event.)*

(The applicant must furnish a detailed description of how the area will be policed for expected and unexpected crowds.)

12. Emergency facilities *(Mark all that will be available at time and place of air event.)*

(The applicant must check all that apply.)

- ☐ Physician
- ☐ Fire truck
- ☐ Other — *Specify* _____
- ☐ Ambulance
- ☐ Crash wagon

13. Air Traffic control *(Describe method of controlling traffic, including provision for arrival and departure of scheduled aircraft.)*

(The applicant must describe the methods of radio communication, if required, and/or any prearranged ground-to-air signals. If used, the applicant must describe the recall signal.)

14. Schedule of Events *(include arrival and departure of scheduled aircraft and other periods the airport may be open.)*

Hour (a)	Date (b)	Event (c)
		(The applicant should list the flight operation activities in the sequence in which they will occur during filming.)

If sufficient space is not available, the entire schedule of events may be submitted on separate sheets, in the order and manner indicated above.

Please Read The undersigned applicant accepts full responsibility for the strict observance of the terms of the Certificate of Waiver or Authorization, and understands that the authorization contained in such certificate will be strictly limited to the above described operation.

15. Certification — I CERTIFY that the foregoing statements are true.

Date	Signature of applicant
	(The applicant must date and sign the application.)

Remarks

Universal Studios, Inc.

ADDRESS

1 Universal Way, Hollywood, CA

This certificate is issued for the operations specifically described hereinafter. No person shall conduct any operation pursuant to the authority of this certificate except in accordance with the standard and special provisions contained in this certificate, and such other requirements of the Federal Aviation Regulations not specifically waived by this certificate.

OPERATIONS AUTHORIZED

(Indicate in detail all the flight operations authorized for the filming production event. Attach on a separate sheet of paper if necessary.)

LIST OF WAIVED REGULATIONS BY SECTION AND TITLE

(List all FAR sections that were waived.)

STANDARD PROVISIONS

1. A copy of the application made for this certificate shall be attached to and become a part hereof.
2. This certificate shall be presented for inspection upon the request of any authorized representative of the Administrator of the Federal Aviation Administration, or of any State or municipal official charged with the duty of enforcing local laws or regulations.
3. The holder of this certificate shall be responsible for the strict observance of the terms and provisions contained herein.
4. This certificate is nontransferable.

NOTE.—This certificate constitutes a waiver of those Federal rules or regulations specifically referred to above. It does not constitute a waiver of any State law or local ordinance

SPECIAL PROVISIONS

Special Provisions Nos. 1 to 23, inclusive, are set forth on the reverse side hereof.

This certificate is effective from (Beginning date/time) to (Ending date/time), inclusive, and is subject to cancellation at any time upon notice by the Administrator or his authorized representative.

BY DIRECTION OF THE ADMINISTRATOR

(Self-explanatory)
(Region)

(Enter the date the waiver was signed.)
(Date)

Signed by the district office manager
(Signature)

but can be delegated no lower than the operations unit supervisor.
(Title)

FAA Form 7711-1 (7-74)

☆ U.S. GOVERNMENT PRINTING OFFICE: 1974 - 672-478/32

b. Item 3, Permanent Mailing Address. Self-explanatory.

c. Item 4, FAR Section and Number to be Waived. If you are unsure which sections of the FAR need to be waived, contact the FSDO for guidance.

d. Item 5, Detailed Description of Proposed Operations. It is sufficient to use the term "motion picture and/or television filming" to describe the type of operation. Additional detailed information on the type of operation to be conducted should be included.

e. Item 6, Area of Operation. A detailed description of any city, town, county, and/or state over which filming operations will be conducted and the minimum altitudes essential to accomplish the operation should included in this item.

f. Item 7, Time Period. List the beginning dates and hours and ending dates and hours for the proposed filming operation. The maximum time period for operations is 24 calendar months (i.e., June 12, 1994 to June 30, 1996.) The application should be submitted to the FSDO at least 5 days before the beginning date of the operation. For a one-time operation, consideration should be given to alternate dates. A request for alternate dates may prevent a delay and/or unnecessary paperwork. These alternate dates should be included in this item.

g. Item 8, Aircraft Make and Model. List the names of all pilots, their certificate numbers and ratings, and their full home address and all aircraft by make and model to be used in the operation. If the type of aircraft and/or the names of the pilots are not known at the time the application is submitted, the FAA will accept the application with the statement, "A list containing aircraft and/or pilot information will be furnished on [*insert date.*]"

h. Item 9, Sponsorship. Self-explanatory.

i. Item 10, Permanent Mailing Address of Sponsor. Self-explanatory.

j. Item 11, Policing. Furnish a detailed explanation of how crowd control will be handled.

k. Item 12, Emergency Facilities. Place an "X" in the appropriate boxes. (If there are any questions concerning this item, please contact the FSDO.)

l. Item 13, Air Traffic Control. Describe the method or methods of radio communication frequencies and/or the prearranged ground-to-air signals to be used during the flight operations. A description of the ground-to-air recall signal must also be included.

m. Item 14, Schedule of Events. List all flight activities planned during the course of the operation in the sequence of occurrence.

n. Item 15, Certification. As the applicant or an organization's representative, you must sign in this block and on each page of the application.

and date of medical.

(c) List of aircraft by make and model.

2. Distribution and Revision.

(a) Procedures for revising the Motion Picture and Flight Operations Manual to ensure that all manuals are kept current.

(b) Revisions for the accepted Motion Picture and Television Flight Operations Manual should be forwarded to the FSDO at least 15 days before the proposed effective date.

3. Persons Authorized. The Motion Picture and Television Flight Operations Manual must include procedures to ensure that no persons, except those persons consenting to be involved and necessary for the filming production, are allowed within 500 feet of the filming production area.

4. Area of Operations. The Motion Picture and Television Flight Operations Manual must define the area (city, state or states, etc.) that will be used during the term of the waiver.

5. Plan of Activities. The Motion Picture and Television Flight Operations Manual must include procedures for the submission, within 3 days of scheduled filming, a written plan of activities to the local FSDO having jurisdiction over an area of proposed filming. The plan of activities must include at least the following:

(a) Dates and times for all flights

(b) Name and phone number of person responsible for the filming production event

(c) Make and model of aircraft to be used and type of airworthiness certificate, including category

(d) Name of pilots involved in the filming production event

(e) A statement that permission has been obtained from property owners and/or local officials to conduct the filming production event

(f) Signature of waiver holder or a designated representative

(g) A general outline, or summary, of the production schedule, to include maps or diagrams of the specific filming location, if necessary

6. Permission to Operate. The Motion Picture and Television Flight Operations Manual shall specify requirements and procedures that the waiver holder will use to obtain permission from property owners and/or local officials (e.g., police, sheriff, fire departments, etc.) as appropriate for the conduct of all filming operations when using the waiver.

7. Security. The manual must specify the method of security that will be used to exclude all persons not directly involved with the operation from the location. This should also include the provision that will be used to stop activities when unauthorized persons, vehicles, or aircraft enter the operations area, or for any other reason, in the interest of safety.

with FAR Parts 43 and 91. The aircraft to be used may be certificated in any category, including experimental, provided the requirements of FAR §§ 91.7 and 91.9 are met.

10. Pilot Personnel - Minimum Requirements. The operator must establish and specify the minimum pilot requirements. Minimum requirements should meet or exceed the following:

(a) A current U.S. commercial pilot certificate with ratings appropriate to the category and class aircraft to be used under the terms of the waiver

(b) At least 500 hours as PIC logged

(c) A minimum of 100 hours in the category and class of aircraft to be used

(d) A minimum of 5 hours in the make and model aircraft to be used under the waiver

(e) In the event that the 1500-foot minimum standard contained in FAR § 91.303(d) is to be waived, the pilot performing aerobatic maneuvers must hold an FAA Form 8710-7, Statement of Acrobatic Competency, for the operations to be performed.

11. Communications. The Motion Picture and Television Flight Operations Manual must contain procedures to provide communications capability with all participants during the actual operation and filming. The applicant can use oral, visual, or radio communications as along as it keeps the participants continuously apprised of the current status of the operation.

12. Accident Notification. The Motion Picture and Television Flight Operations Manual must contain procedures for notification and reporting of accidents.

the reasons listed in the ''Remarks'' section of FAA Form 7711-2.

Please make the corrections noted and return to this office within 15 days of receipt of this letter.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

This is to inform you that the Motion Picture and Television Bureau [*date*] has been determined unacceptable for the following reasons:

[*list all reasons for nonacceptance*]

Please make the corrections noted, and resubmit to this office within 15 days of receipt of this letter.

If you have any questions please feel free to contact this office during regular business hours at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

date] has been accepted.

If you have any questions please feel free to contact this office during regular business hours at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

This letter is a reminder that a plan of activities must be submitted, as outlined in your accepted Motion Picture and Television Flight Operations Manual, to the local Flight Standards District Office (FSDO) having jurisdiction over the area of proposed filming.

The plan of activities must be submitted at least 3 days before actual filming begins.

If you have any questions or comments please feel free to contact this office at the following telephone number [*indicate number*].

Sincerely,

[*principal operations inspector's signature*]

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1. PROGRAM TRACKING REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1688

3. OBJECTIVE. The objective of this task is to determine that the operation of an ultralight vehicle adheres to the applicable Federal Aviation Regulations (FAR) and safe operating practices. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the airman's or operator's file.

5. GENERAL. Operation of ultralight vehicles has increased in recent years. In a short period of time, these craft have advanced from gliding down hillsides to sustaining flight at altitudes above 10,000 feet and a range of 100 miles or more. The concept of one-person sport flying vehicles has also expanded to include balloons and rotorcraft. The presence of these vehicles in the nation's airspace continues to be a factor in aviation safety.

A. FAR Part 103. FAR Part 103 became applicable to the operation of ultralight vehicles on October 4, 1982. These regulations are primarily operating rules similar to those for aircraft. The rules in FAR Part 103 are intended to ensure the safety of those not involved in the sport, including persons and property on the surface and other users of the airspace. The safety record of ultralight vehicles will be the foremost factor in determining the need for further regulations. Therefore, ultralight vehicle users should be encouraged to adopt good operating practices and programs. The FAR regarding aircraft certification, pilot certification, and aircraft registration are not applicable to ultralight vehicles or their operators when ultralights are operating in compliance with FAR Part 103.

B. Ultralight Vehicles vs. Aircraft. The most persistent misconception about ultralights is that they are all subject to FAR Part 103. Some ultralight models cannot operate under FAR Part 103 because of weight or speed limitations. These models must be certificated as aircraft before they can be operated. All ultralights meeting FAR § 103.1 criteria may be operated as ultralight vehicles in accordance with FAR Part 103, or may be certificated as aircraft and operated under the applicable regulations.

C. Ultralight Operator Responsibilities. Operators of ultralight vehicles are expected to know, understand, and comply with FAR Part 103 requirements before operating the vehicle. This includes ensuring that the ultralight meets all applicable criteria of FAR § 103.1 and obtaining documents to provide the evidence required by FAR § 103.3 for the ultralight vehicle. All operators should also be aware that their ultralight may differ significantly from the advertised weight of the particular model, and may not qualify for operation under FAR Part 103. This difference may be because of construction methods, configuration, or additional equipment. It is also the operator's responsibility to determine, or have a reputable independent party (such as a recognized technical standards committee) determine, whether the ultralight meets the FAR Part 103 weight criteria. Ignorance of FAR Part 103 requirements is not an acceptable excuse for avoidance of enforcement action.

D. Inspector Considerations. There are four major considerations for Federal Aviation Administration (FAA) personnel to remember when dealing with ultralight operations.

(1) Ultralight vehicle operation is a sport or recreational activity.

(2) Users of ultralight vehicles, like participants in any sport, are responsible for assessing the hazards involved and ensuring their own safety.

(3) The FAA's responsibility is to ensure the safety of other airspace users and persons and property on the ground.

(4) The FAA's enforcement policies apply to FAR Part 103 as they do to other FAR.

E. Ultralight Inspection Authority. The FAA has the legal authority to inspect any ultralight, whether it is operated as an aircraft under FAR Part 91 or as an ultralight vehicle under FAR Part 103. In the case of an ultralight vehicle operated

(3) a complaint;

(4) an airport, ramp, or other scheduled inspection; or

(5) an air show event.

7. OPERATION OF ULTRALIGHT VEHICLES FROM AIRPORTS.

A. Aeronautical Activity. Ultralight vehicle operators usually require the approval of airport authorities before conducting operations from an airport. Operation of ultralight vehicles is considered an aeronautical activity much the same as parachute jumping.

B. Use of Airports. Federally funded airports must accommodate ultralight operations if this can be done safely. This does not mean that airport authorities must allow ultralights to operate from the runways; rather, the airport should set aside a special location for ultralight operations. It is acceptable for airport authorities to establish policies, including reasonable training requirements, that they believe are necessary to provide safe accommodations to ultralight vehicles. If an airport's authorities believe it is unsafe to accommodate ultralights at the facility, they may request Flight Standards' input in the assessment of the safety of proposed operations.

(1) When assessing the safety of ultralight vehicle operations from airports, the inspector should bear in mind the operating characteristics of ultralight vehicles, the lack of pilot certification standards, and the fact that these vehicles must yield right-of-way to aircraft under all circumstances. If the safety of conventional aircraft operations would be compromised, the inspector should give a negative finding to the Airports Division. When possible, inspectors should assist in developing alternative methods to accommodate ultralight operations.

(2) Nonfederally funded airports are not required to accommodate ultralight operations. The FAA has no authority in these situations; however, inspectors should encourage ultralight operators and airport management to consider alternative methods.

often determine whether FAR § 103 applies to specific ultralight operations by the answers to the following questions:

(1) Is the flight for the purpose of accomplishing a task, such as patrolling a fence line or advertising a product? If so, FAR Part 103 does not apply.

(2) Is the vehicle equipped for some purpose other than recreation or sport, such as banner towing or agricultural spraying? If so, FAR Part 103 does not apply.

(3) Is the pilot advertising to perform any task using an ultralight? If so, FAR Part 103 does not apply.

(4) Is the pilot receiving any form of compensation for performing a task using an ultralight? If so, FAR Part 103 does not apply.

B. Other Operations. Operations which are not sport or recreational uses, as well as those that do not meet the criteria, are discussed in AC 103-7.

11. SAFETY CONSIDERATIONS AND RESPONSIBILITIES. For the most part, pilots of ultralight vehicles do not receive information regarding special use airspace such as military training routes, military operating areas, and other complex airspace.

A. FAA Responsibilities. Inspectors should provide appropriate briefing programs and materials concerning special use airspace. Inspectors should disseminate this information at ultralight fly-ins, conventions, aviation events, safety programs, flying club meetings, and any other gathering of airspace users.

(1) Whenever possible, district offices should provide information packets on special use airspace to meetings of individual user groups. These packets may be developed locally to address the operating areas of the user group. The Airman's Information Manual (AIM) is a good source for basic information on airspace for operators of ultralight vehicles.

(2) Aviation safety program managers and counsellors should develop and disseminate this material during the safety meetings they conduct.

(4) A refusal by an operator to permit inspection of an ultralight is considered a violation of Title 49 of the United States Code and the applicable FAR, which would result in enforcement action.

B. FAA Guidance on Ultralight Vehicle Operation. The primary guidance to the public on the operation of ultralight vehicles is contained in AC 103-6, Ultralight Vehicle Operations - Airports, Air Traffic Control, and Weather. This AC includes information on where to operate ultralights; airspace, air traffic control, traffic patterns; weather information; availability of publications; and FAR Part 103 requirements. Inspectors may find this AC a good primary reference in providing advice to ultralight vehicle operators.

C. Operator Responsibilities. The operator of an ultralight who states that he or she is operating under FAR Part 103 should be able to present, on request, the satisfactory evidence outlined in AC 103-7. If the inspector has reason to doubt that evidence, any enforcement action initiated should allow for a discussion of the inspector's concerns and should provide an opportunity for the operator and the inspector to verify the evidence. If an operator cannot provide this evidence, or if the evidence provided is not satisfactory, the ultralight shall be considered an aircraft subject to all requirements applicable to the operator. It is the responsibility of the operator to prove that the ultralight and any related operations meet the requirements of FAR Part 103.

13. SPECIAL CONSIDERATIONS.

A. Single Occupant Requirement. Operations under FAR Part 103 are limited to vehicles that "are used or intended for use" by one occupant (FAR § 103.1(a)). Any provisions for more than one occupant automatically disqualify a vehicle from operations under FAR Part 103. An ultralight with provisions for more than one occupant can only be operated as an aircraft, even when operated by only one person.

(1) Exemptions have been issued to allow training in two-place ultralights without requiring the operator to comply with applicable pilot and aircraft certification regulations. These exemptions contain explicit additional requirements, such as weight, ness certificate and a properly certificated pilot, or a training operation conducted under an exemption. Any other operations are in violation of the applicable aircraft regulations.

(3) The inspector should determine whether there is any evidence that passenger-carrying operations are being conducted for hire. Evidence would include advertisements to that effect, students who were not in a specific training program, students who admit that they were just paying for a sightseeing ride, and free rides or training accompanying the purchase of some other service or item.

(4) Enforcement action should be taken if two-place operations are in violation of pilot and aircraft regulations or the terms of an exemption. When violations involve operations under a training exemption, the inspector should notify AFS-820 as soon as possible so that action may be taken to rescind the exemption or to suspend the specific authorizations in addition to processing any alleged violations through normal procedures.

B. Maximum Empty Weight. The maximum empty weight of a powered ultralight vehicle is limited to less than 254 pounds, with exclusions for parachutes and floats. Manufacturers and operators are understandably taking advantage of any exclusions allowed by the FAA to increase the capabilities of these vehicles. It now appears that most of the models on the market will press this weight limit. Thus, it will be particularly important that FAA inspectors have a standardized position with respect to the makeup of the maximum empty weight of an ultralight vehicle.

(1) During the inspection of an ultralight that operates under FAR Part 103, determine the weight of the complete craft in the configuration in which it was operated.

(2) The weighing should occur immediately after the ultralight has been operated. During a recent fly-in, it was rumored that some participants had lowered the weight on their ultralights by removing pistons from the engine, detaching wing battens and control surfaces, substituting lighter wires and tubing, and attaching empty ballistic parachute containers before

were determined through the use of graphs provided in appendices 1 and 2 of AC 103-7.

(1) A recognized technical standards committee's documented findings are considered satisfactory evidence. A committee may issue their findings in relation to a given model of ultralight; these findings are then included by the manufacturer in the sale of the ultralight. Operators of that model of ultralight

D. Specially Designed Ultralights. For a specially designed craft that may not lend itself to more simple methods of determination, the FAA permits recognized technical standards committees to make the necessary determinations and to provide the evidence required by FAR § 103.3(b) to the operator. This is in keeping with the FAA's self-regulation policy in dealing with the ultralight user community.

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Part 137 is applicable to all operators conducting agricultural aircraft operations. The definition of the term "agricultural aircraft operation" in FAR § 137.3 includes forest fire-fighting activities, e.g., "fire bombers" or tankers. Anyone conducting such activities is required to obtain or have an Agricultural Aircraft Operator Certificate. The exceptions are certificated external-load operators dispensing only water and public aircraft (defined in FAR Part 1).

3. PUBLIC EMERGENCIES. FAR § 137.1(b) allows certificated agricultural operators to deviate from FAR Part 137 for relief and welfare activities during public emergencies.

A. Definition of Public Emergency. The term "public emergency" as used in FAR Part 137 means an emergency requiring relief in the public interest. The emergency is of such magnitude that if immediate action were not taken, life, property, or the economic welfare of a substantial portion of a population or a significant geographic area would be jeopardized by the circumstances of that emergency. The determination of a public emergency is made by an agency of the United States or a state or local government. Any situation which is solely a matter of convenience or economic advantage to the operator is not deemed to be a public emergency.

B. Deviation from FAR Part 137 in Event of Public Emergency. If an operator deviates from FAR Part 137, he or she shall complete the report required by FAR § 137.1(c).

5. DEFINITION OF AGRICULTURAL AIRCRAFT OPERATION. An agricultural aircraft operation means the operation of an aircraft for the purpose of dispensing any economic poison; dispensing any other substance intended for plant nourishment, soil treatment, plant growth, or pest control; or engaging in dispersing activities directly affecting agriculture, horticulture, or forest preservation.

A. Economic Poisons. An economic poison is any substance or mixture of substances intended for preventing, destroying, repelling, or mitigating any insects, rodents, nematodes, fungi, weeds, and other forms of plant or animal life or viruses or anything excepted. Also, an economic poison is any substance or mixture of substances intended for use as a plant regulator, defoliant, or desiccant.

B. Live Insects. The dispensing of live insects is not included in this definition.

7. MINIMUM EQUIPMENT LIST (MEL). Operators of multiengine agricultural aircraft must operate with a MEL for any or all multiengine aircraft or all equipment must be operating. (See chapter 58, Approve a Minimum Equipment List.)

9. PESTICIDE HOTLINE. The National Pesticide Telecommunication Network has a 24-hour toll-free number (1-800-858-PEST). Qualified personnel there can answer questions about any poisons, insecticides, herbicides, rodenticides, or fungicides and can also provide the LD^{50} index for any farm chemical. They also provide information on treatment, by a doctor, after contamination or suspected contamination, on clean-up after a spill, about the location of the nearest poison control centers, and on disposal of containers. Inspectors should provide the name and telephone number of this hotline to agricultural operators who do not already have it.

11. COORDINATION WITH OTHER AGENCIES. The application of economic poisons, either by surface vehicle or aerial applicator involves regulation by Federal, state and local authorities.

A. Federal Authority. At the federal level, there are the U.S. Department of Agriculture and the Environmental Protection Agency (EPA), and in cases involving national parks or preservations, the Department of Interior.

B. State Authority. Additionally, each state has requirements for the purchase, application, and disposal of chemicals used in agricultural operations.

(1) Generally, each state has a testing and licensing requirement that each pesticide applicator must undergo before being allowed to operate within that state. This test may be administered by the state agricultural chemist or an authorized representative.

regulation.

(1) Questions concerning the handling, mixing, application ratios, or expiration dates of specific chemicals should be addressed to the state agency governing these areas.

(2) Federal Aviation Administration (FAA) inspectors should become familiar with the personnel responsible for operation and regulation of the Federal or State agencies who work with aerial application of chemicals. The expertise of these individuals will often assist the inspector in the certification, inspection and surveillance of agricultural aircraft operators.

(3) All economic poisons are required to have a label. If an inspector encounters an economic poison during an accident investigation or an inspection, he or she can obtain important information from that label, including recommended container disposal, name of the chemical company, etc.

13. OPERATING RULES. Although operating rules for agricultural aircraft are specified in Subpart C of FAR Part 137, following are some additional considerations.

A. Shoulder Harness. During inspection for initial certification, the shoulder harness specified in FAR § 137.31(b) should be inspected for proper installation by an airworthiness inspector.

B. Violations of FAR §§ 137.37 and 137.39. In cases involving alleged violations of FAR §§ 137.37 and 137.39, the inspector should seek the assistance of the county agent or equivalent representative of the U.S. Department of Agriculture, the EPA, or state agriculture authority in establishing proof of such violation. In certain violation cases involving alleged injury or hazard to the health of persons, assistance should be requested from the county health department.

C. Personnel Duties and Responsibilities. Compliance with the requirements of FAR § 137.41(a) will be considered satisfactory provided the operator can show the inspector that he or she maintains a record describing each person's duties and

(1) The term "property interest in the crop" means bona fide legal interest, not one which was created for the purpose of avoiding the requirements of FAR Part 137. For example, a tenant farmer living on rented land, growing the crop and sharing the proceeds with the owner, would normally have a bona fide property interest in the crop.

(2) For the purposes of this FAR, any property interest should be evidenced by a legal, written instrument.

E. Authorization from Air Traffic Control (ATC). Except for flights to and from a dispensing area conducted in an airport traffic area or a control zone (with an operating control tower), written authorization from the ATC facility is not required. However, verbal authorization must be obtained by contacting the ATC facility by aircraft radio, in person, or by telephone for receipt of the authorization.

F. Deviation from Airport Traffic Patterns. Pilots of agricultural aircraft may deviate from airport traffic patterns with the authorization of the control tower. At airports without control towers, the pilot may deviate from the traffic pattern if:

(1) Prior verbal coordination is made with the airport management. Written confirmation is not required.

(2) Deviations from the traffic pattern must be limited to agricultural aircraft operations.

(3) Landings and takeoffs should be made from runways or other areas of the airport so designated by airport management.

(4) The aircraft must at all times remain clear of and give way to aircraft conforming to the traffic pattern.

G. Minimum Safe Altitudes — Other Than Congested Areas. FAR § 137.49 permits the operator to operate an aircraft in dispensing operations contrary to FAR § 91.79 (Minimum Safe Altitudes), provided such operations are conducted without creating a hazard to persons or property on the surface and are in conjunction with aerial application activities. However, flights between dispensing operations must com-

CHEMICALS. All chemicals can be toxic if encountered in excess of normal amounts. Agricultural chemicals in common use are, in most instances, toxic to humans as well as to the insects, animals, and plants being controlled.

A. Organic Phosphates. One group of chemical compounds in frequent agricultural use is organic phosphates (sometimes called organophosphates), derived from phosphoric acid. Some examples are parathion, phosdrin, and malathion. These are generally the most toxic of all pesticides and, therefore, pose the greatest hazard to those handling or dispensing them.

B. Cumulative Toxic Effects of Organic Phosphates. Nearly all pesticides can have a cumulative effect; that is, symptoms of poisoning occur gradually over a period of time and can be confused with symptoms of other illnesses. This cumulative effect is far more insidious than a single, gross overexposure. This condition is often referred to as "chronic toxic effect."

(1) Currently, few states require handlers (including agricultural aircraft pilots) of organic phosphates to undergo periodic cholinesterase tests which determine the extent of chronic toxic effect.

(a) Cholinesterase is an enzyme which regulates the level of acetylcholine in the nervous system.

(b) Acetylcholine aids in the transfer of impulses between nerves, but without cholinesterase — the substance poisoned by organophosphates — acetylcholine builds up to abnormal levels. The result is a general paralysis and eventual death from respiratory paralysis.

(2) FAA inspectors should encourage operators to have any of their personnel, who are exposed regularly and frequently to organic phosphates, undergo periodic cholinesterase tests.

(a) Most hospitals or clinics have the equipment to conduct fairly accurate cholinesterase tests. University medical centers will have more sophisticated testing equipment which will be able to deliver highly accurate results.

(1) LD^{50} is the symbol used to denote the number of milligrams of chemical per kilogram of bodyweight of laboratory animals (usually rats), a single dose of which killed half the animals tested. The higher the LD^{50} value, the lower the toxicity and the safer the chemical. For example, Dimethrin, with an LD^{50} index of 40,000, is the least toxic on the list while 1080 dosium fluroacetate, at 1.2, is the most toxic.

(2) The inspector must note that this list is not intended to be inclusive but merely as an aid in determining what is and is not a lethal chemical. The figures given are the approximate dosages that will kill 50 percent of the test animal population unless otherwise indicated. Other chemicals besides organic phosphates are included.

17. HAZARDOUS MATERIAL TRAINING. The danger of inspector contamination by toxic agricultural chemicals is very real. Common sense in the presence of agricultural chemicals is very important; therefore, inspectors should receive the following training before exposure to agricultural operators.

A. General Aviation Operations Indoctrination. This course deals, in part, with job functions which include agricultural certification areas and precautions concerning chemical toxicity.

B. Agricultural Aircraft Operator Certification and Inspection. This course provides 6 hours of instruction dedicated to the recognition of toxic chemicals, their labeling, and necessary precautions when performing job functions associated with agricultural operations. Included is detailed instruction on the hazards of chemicals used in agricultural operations.

C. Other Sources. Other FAA courses include information on hazardous material recognition and precautions. FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting, contains considerable information of general use to FAA inspectors regarding hazardous materials. Also, most county agricultural commissions or similar state and local organizations offer "mini" courses on hazardous chemicals and precautions to be taken.

A. Pre-Investigation Information. The inspector who departs for the scene of an agricultural aircraft accident without first finding out the nature of the pesticide, its hazards, and necessary precautions could be exposed to a serious health hazard. In this type of aircraft accident, a large amount of chemical can be concentrated in a small area, increasing the hazards to investigating inspectors.

B. Inspector Precautions. Efforts are underway to obtain more detailed information on agricultural materials, their hazards, and proper handling precautions. Until these guidelines are provided, the following precautions are recommended regarding accident investigations.

(1) Determine from the operator, or the persons for whom the operation was being conducted, the type, name, and EPA registration number of the material involved.

(2) With the above information call the nearest EPA office, poison control center, local agricultural commission officials, and/or the Pesticide Hotline to advise them of the fact that a large volume of a pesticide has been concentrated in a small area. Ask for guidance as to what precautions should be taken. If advised to wear special gear such as protective clothing, goggles, gloves, breathing equipment, etc., ask the length of time it will take for the dangerous characteristics of the pesticide to dissipate.

(3) Follow all instructions to the letter even if it means that on-the-scene investigation has to be postponed for several days.

(4) If special protective gear is needed or other precautions need to be taken, ensure that local law enforcement agencies are advised. Suggest that the scene of the accident be secured for the length of time special gear or precautions is needed.

C. Coordination with Law Enforcement Agencies. It is especially important that the inspector relay all the information received from EPA or a poison control center to the appropriate law enforcement agency. In most cases, law enforcement officers have already sessions in some states.

A. FAA Attendance. There is no requirement for FAA attendance in an official capacity unless requested to participate. Of the programs attended by FAA representatives, no problems were observed with respect to maneuvering or non-participating aircraft. Operations at the clinics have been conducted in a highly organized and safe manner.

B. NAAA Handbook. NAAA publishes a handbook which outlines, in detail, the concept of Operation SAFE and how to organize and conduct a clinic. Copies of this handbook are available from NAAA, 1005 E Street, S.E., Washington, DC 20003; (202) 546-5722.

C. FAA Recommendations. Based on the experience gained in the initial sessions of Operations SAFE, the following recommendations are provided:

(1) No waiver is necessary for the operations or maneuvers involved.

(2) A Notice to Airman (NOTAM) may be necessary if the operations are conducted at a public-use airport. The wording should alert the transient pilot that "simulated agricultural dispensing operations are being conducting alongside runway [number]."

D. FAA Comments. FAA comments and recommendations regarding the conduct of Operation SAFE sessions or the contents of the NAAA handbook should be directed to the FAA, Flight Standards Service, AFS-820, 800 Independence Ave., S.W., Washington, DC, 20591.

23. RENEWAL, AMENDMENT, CANCELLATION. An agricultural aircraft operator's certificate is effective until it is surrendered, suspended, or revoked. A currently effective certificate which has been lost or destroyed shall be replaced, upon written request from the operator, by the certificate-holding district office (CHDO). The replacement certificate will duplicate the lost or destroyed certificate. The replacement will have the word "DUPLICATE" placed on it and the date of its preparation indicated. The certificate will be signed by the district office manager (figure 115-2).

same procedure should be followed in applying for other changes on the Agricultural Aircraft Operator Certificate. If the application for amendment is denied, the applicant shall be advised in writing of the reason for denial (figure 115-4).

(2) The FAA may also amend an agricultural aircraft operator's certificate as a result of actions taken under Title 49 of the United States Code and FAR Part 13.

(2) In the case of suspension or revocation of the certificate (e.g., as a result of a FAA enforcement action), the operator must, as soon as possible, return the certificate in a manner agreed to by the regional counsel.

(3) If the operator fails to meet the certification requirements of FAR § 137.19(e) (e.g., does not have at least one aircraft equipped for agricultural operations), the FAA shall cancel the certificate.

Captan	15,000
Tedion or tetradifom	14,700 (gave no mortality)
Piperonyl butoxide	11,500
ferbam	11,000
chlorbenside	10,000
perthane	8,500
dimethyl phthalate	8,200
Tabutrex	8,000
maneb	7,500
mirex	6,000
BHC (beta isomer)	6,000
methoxychlor	6,000
Neotran	5,800
piperonyl cycloene	5,200
zineb	5,200
simazine	5,000 (mice)
phenothiazine	5,000
Dithane	5,000
sabadilla	4,000
Prolan	4,000
ammate	3,900
Aramite	3,900
DDD or TDE	3,400
Pentac	3,160
fluoribenside	3,000
Dyrene	2,710
Phostex	2,500
ethyl hexanediol	2,400
ovex or Ovcotran	2,050
sulfoxide	2,000
ronnel or Korlan	1,740
Thanite	1,600
Phygon	1,500
Cyprex	1,000-2,000
malathion	1,500
Genite	1,400
ziram	1,400
Sulphenone	1,400-3,650
fenson	1,350-1,740
Dilan	1,100
BHC (delta isomer)	1,000
Ruelene	950
chlorthion	930
Vapam	820
pyrethrins	820
Thiram	780
ryania	750
Karathane	714
chlorobenzilate	702

Kelthane	575
Sevin or carbryl	540
BHC (alpha isomer)	500
2,4,d*	500
Dimete or DMC	500
dicapthon	475 (mice)
Dipterex or Dylox	450
Dibrom or naled	430
Bandane	396
nabam	395
chlordane	382
DN-111	330
Bulan	330
fenthion or Baytex	310
red squill	300
2,4,5,T*	300
Zytron	270
VC-13	270
Strobane	250
DDT	250
dimethoate	245
ethion (purified)	208
cryolite	200
sodium fluoride	200
Morocie or binapacryl	165
warfarin	160
Diazinon	150
imidan	147
rotenone	132
ciodrin	125
lindane (gamma BHC)	125
Delnav	110
Thiodan or endosulfan	110
lead arsenate	100
Kepone	95
heptachlor	90
Lethane 384	90
Meta-Systox-R	85
DDVP	80
toxaphene	69
Dimetilan	65
heptachlor epoxide	61 (male rats)
Co-Ral	56-230
isolan	54
EPN	52.9
nicotine	50-230
zinc phosphide	50-60
dieldrin	46
DNOSBO/Elegetol 318	40

aldrin	40
Trithion	30
thallous sulfate	25
Paris green	22
calcium arsenate	20
Phosphamidon	16.8
strychnine	16.2
methyl parathion	15.2
Zectran	15-63
Guthion	15-25
arsenic trioxide	13
endrin	12.6
Di-Syston	12.5
demeton or Systox	12.0
Bayer #25141	8.3
parathion	8.3
Antu	6
Phosdrin	6
sulfotepp	5
dimofox	5
telodrin	4.8-5.5
phorate or Thimet	3.7
Tetram	3
TEPP	1.6
1080 or sodium fluroacetate	1.2

*Non-toxic to mammals at dosages toxic to plants

on the certificate)

This certifies that

(Enter company name)
(Enter address of principal base of operations)

(Enter Private or Commerical Agricultural Operator, as appropriate)

has met the requirements of the Federal Aviation Act of 1958, as amended, and the rules, regulations, and standards prescribed therein, for the issuance of this certificate and is authorized to operate as an air operator and conduct

in accordance with said Act and its rules, regulations, and standards;

(Enter, Dispensing of Economic Poisons Allowed, or, Dispensing of Economic Poisons Prohibited, as appropriate)

This certificate is not transferable and, unless canceled, suspended, superseded, or revoked, shall continue in effect (Enter the word, indefinitely.)
By Direction of the Administrator.

Certificate number: (Enter number from original certificate) (Have district office manager sign)
(Signature)

(Enter original certificate date) Effective date: _____

District office manager's title
(Title)

Issued at: FSDO acronym, city, and state

FAA Form 8430-21 (12-86)

This certifies that

(Enter company name)
(Enter address of principal base of operations)

has met the requirements of the Federal Aviation Act of 1958, as amended, and the rules, regulations, and standards prescribed therein, for the issuance of this certificate and is authorized to operate as an Air Operator and conduct

(Enter Private or Commercial Agricultural Operator, as appropriate)

in accordance with said Act and its rules, regulations, and standards;

(Enter, Dispensing of Economic Poisons Allowed, or, Dispensing of Economic Poison Prohibited, as appropriate)

This certificate is not transferable and, unless canceled, suspended, superseded, or revoked, shall continue in effect (Enter the word, indefinitely.)
By Direction of the Administrator.

Certificate number: (Enter number from original certificate)

(Have district office manager sign)
(Signature)

District office manager's title
(Title)

Effective date:

(Enter original certificate date; beneath the line, enter, Amended on: and enter the date of the amendment.)

Issued at: FAA acronym, city, and state

FAA Form 8430-21 (12-86)

SAMPLE

We are returning your application for amendment of your commercial agricultural operator's certificate. Your request to add the dispensing of economic poisons is denied because your personnel, Mr. Tyson Blue and Mr. Randy Andrews, failed to meet the knowledge requirements of FAR § 137.19 regarding economic poisons.

We will be happy to accept a new application and reexamine Mr. Blue and Mr. Andrews after these deficiencies have been corrected.

Sincerely,

[*district office manager's signature*]

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1202

3. OBJECTIVE. The objective of this task is to determine that an applicant for a Federal Aviation Regulations (FAR) Part 137 certificate meets the rules governing the operation of agricultural aircraft by private or commercial operators. Successful completion of this task results in either issuance of a Private or Commercial Agricultural Aircraft Operator Certificate or denial of a certificate.

5. GENERAL. Before beginning any certification process, inspectors should review volume 1, chapter 3, The General Process for Approval or Acceptance, and chapter 4, Certificating Organizations.

7. PREAPPLICATION PHASE.

A. Basic Eligibility Requirements. During initial contact with an applicant proposing a FAR Part 137 operation, the inspector must determine if the proposed operation is applicable to FAR Part 137. In making this determination the inspector considers the following basic eligibility requirements.

(1) The applicant should apply for either a private operator certificate or a commercial operator certificate (as per FAR § 137.19).

(a) The private agricultural aircraft operator may not conduct operations over property unless he or she is the owner or lessee of the property or has ownership or other legal interest in the crops located on the property. (See chapter 115, Introduction to FAR Part 137 Related Tasks, paragraph 13D, Proof of Property Interest.) In addition, the private operator may not conduct operations for compensation or hire or over a congested area.

(b) A commercial agricultural aircraft operator is not limited by FAR § 137.35, provided all other requirements of FAR Part 137 are met.

(2) The private operator applicant must hold either a private, commercial, or airline transport pilot certificate with appropriate ratings.

(3) The commercial operator applicant must have available the services of a pilot with a current commercial or airline transport pilot certificate with appropriate ratings. (The applicant may be the "available pilot.")

(4) The applicant must show proof of the availability of at least one aircraft that is properly certificated, airworthy, and equipped for agricultural operations.

(5) The applicant for a commercial operator certificate must have the appropriate knowledge and skills or have the services of a chief supervisor of agricultural operations who has the appropriate knowledge and skills.

B. Exceptions to FAR Part 137. The following are exceptions to FAR Part 137 applicability:

(1) A public aircraft conducting agricultural aircraft operations need not comply with the certification rules of FAR Part 137 but must comply with the operating rules of FAR Part 137. A public aircraft is one used exclusively in the service of any government or any political subdivision thereof and not engaged in carrying persons or property for commercial purposes.

(2) The holder of a FAR Part 133 Rotorcraft External-Load Operator Certificate may conduct an agricultural aircraft operation involving only the dispensing of water on forest fires by rotorcraft external-load means without meeting the FAR Part 137 certification requirements.

C. Restricted and Experimental Category Aircraft. Restricted category aircraft may be used in agricultural operations, as per FAR § 91.39(b). Under certain conditions aircraft with experimental certification may also be used in private agricultural operations, as per FAR § 91.42.

D. The Certification Team. For a FAR Part 137 certification, the office manager or unit supervisors selects a team of at least one operations and one maintenance inspector (and an avionics inspector, as

tification Process Flow Chart (figure 116-1) and the Certification Job Aid (figure 116-2). The certification team may also wish to provide the applicant with a blank, sample Schedule of Events (figure 116-3) for the applicant's use. The applicant may, however, submit a certification schedule in any form as long as it is acceptable to the certification team.

G. The Preapplication Meeting. If the certification team has determined that a preapplication meeting is necessary, that meeting should include, but not be limited to, the following:

(1) An overall review of the letter of intent (figure 116-4).

(2) A review of the applicable FAR and advisory circulars.

(3) A review and discussion of the upcoming certification process.

9. FORMAL APPLICATION PHASE. If the certification team decides to have a formal application meeting, all members of the team should be present, barring unanticipated circumstances. If one team member cannot be present, another qualified inspector of the same specialty should attend. Most likely the team will have called the meeting because of discrepancies with the application, because the team perceived the applicant was unsure of what was expected, or because the proposed operation is complex.

11. THE DOCUMENT COMPLIANCE PHASE. The application and evidence of an appropriately equipped aircraft can be reviewed during the "document compliance" phase unless they were satisfactorily reviewed in the formal application meeting; then, this phase can be eliminated.

13. THE DEMONSTRATION AND INSPECTION PHASE. In this phase the applicant demonstrates the ability to comply with the FAR and safe operating practices.

A. Private Operators. Private agricultural aircraft operators are not required to maintain any records duties and responsibilities (FAR § 137.71).

C. Time Limitation. The required records must be kept at least 12 months. The operator must make the records available for inspection by the Federal Aviation Administration upon request.

15. THE CERTIFICATION PHASE.

A. Issuance of Certificate. The air operator certificate number is obtained from AFS-620 as described in volume 2, chapter 203, Obtain a Certificate Number. When the certification team has concluded that the applicant meets the qualifications for either a private or commercial agricultural aircraft operator's certificate, FAA Form 8430-21, Operating Certificate, is prepared by the administrative staff. The effective date of the certificate is the month, day, and year the final inspection was successfully completed.

B. Signature and Certificate Facsimile. The original certificate, signed by the district office manager, is given to the operator. A copy of the certificate is placed in the district office file on the operator. A facsimile of the certificate must be carried on board each aircraft.

C. Private or Commercial Operator. The certificate and its copies must show that the certificate is for either a private operator or a commercial operator.

17. DISPOSITION OF FILE.

A. Certification Successful. If the application and other documents are approved and the demonstrations are acceptable, the applicant receives an agricultural operator's certificate. The district office file must contain copies of the application and a copy of the operator's certificate in addition to the other applicable material indicated in section 2 of this chapter.

B. Certification Unsuccessful. If the certification attempt is denied, the application is returned to the applicant as a notice of disapproval. The district office file must contain a copy of the notice of disapproval, with appropriate remarks pertaining to the denial.

aviation safety inspector (ASI) (operations).

B. Coordination. This task requires coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 43, 61, and 91
- Advisory Circular (AC) 137-1, Agricultural Aircraft Operations
- Medical Problems in Aerial Application, published by the Civil Aeromedical Institute, April 1977
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8430-21, Operating Certificate (figures 116-9 and 116-10)
- FAA Form 8710-3, Agricultural Aircraft Operator Certificate Application

C. Job Aids.

- FAR Part 137 Certification Process Flow Chart (figure 116-1)
- FAR Part 137 Certification Job Aid (figure 116-2)
- Sample Schedule of Events (figure 116-3)
- Sample letters and figures

5. PREAPPLICATION PHASE PROCEDURES.

A. Initial Inquiry. Upon initial inquiry from an applicant, ask for the location of the principal base of operation. If the principal base of operation is in the jurisdiction of another FAA district office, provide the applicant with the location and telephone number of that office. However, continue to give the applicant information to begin certification.

B. Applicant Resources. Make sure the applicant is aware of the certification and operating requirements.

(3) Operating rules

(4) Required records and reports of FAR Part 137

C. Other Regulations. Advise the applicant that he or she is responsible for complying with other Federal, state, and or county aerial application regulations.

D. Letter of Intent. Determine if a letter of intent is required based on the size and scope of the operation. (See paragraph F below for content.) If no letter of intent is required, give the applicant copies of the application.

E. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

F. District Office Review of Letter of Intent. Within 30 working days of the FAA's receipt of a letter of intent, review it to determine if the information is complete, accurate, and acceptable.

(1) The letter of intent should contain the following items:

(a) Specific type of agricultural aircraft operator certificate for which he or she is applying (commercial or private)

(b) Company legal name and any d/b/a's, principal operation base address, primary airport address, mailing address (if applicable), and telephone numbers

(c) Type of aircraft to be operated

(d) Estimated date when operations or services will begin

(e) Names and addresses of any management personnel or chief supervisor

(f) Three, three-letter designators, in order of applicant's preference

(2) Determine if the applicant meets the eligibility requirements for certification. (See detailed eligibility requirements in FAR § 137.19.) If the applicant does not satisfy these, discuss those specific

(3) Explain the certification process to the applicant, including the requirements for:

(a) The Preapplication Phase

(b) The Formal Application Phase

(c) The Document Compliance Phase

(d) The Demonstration and Inspection Phase

(e) The Certification Phase

H. Preapplication Meeting. Determine if a preapplication meeting is necessary based on the following considerations about the applicant:

(1) Previous FAR Part 137 operating experience

(2) Size and scope of operation

(3) Area of operation

(4) Applicant's ability to comply with requirements

(5) If a preapplication meeting is not necessary, schedule a date and time for a formal application meeting.

(6) If a preapplication meeting is necessary, schedule a date and time. At the meeting discuss the following:

(a) Area of operation (local or across district boundaries)

(i) Location of principal operation base

(ii) Location of probable satellite sites

(b) Type of operation

(i) Private or commercial operator

(ii) Economic poisons or other dispensing material

(iii) Operating as individual, corporation, or partnership

(c) Previous experience with FAR Part 137 operations

I. District Office Records. If not already accomplished, complete FAA Form 1360-33. Indicate the actions taken to date and any future actions planned.

J. Establish a District Office Working File. Place any correspondence, additional documents, and FAA Form 1360-33 in this file.

K. Other District Office Actions. Follow office procedures to contact the Enforcement Information System (EIS) to determine applicant's enforcement history.

(1) If a certificate suspension or revocation order indicates that the applicant cannot be certificated while the order is in effect, inform the applicant in writing (figure 116-5) that until the enforcement action is fulfilled, he or she is ineligible for certification.

(2) Place the EIS output in the file.

L. Terminating the Preapplication Phase. This ends the preapplication phase. Begin the formal application phase with the receipt of the completed application form.

7. FORMAL APPLICATION PHASE PROCEDURES.

A. Application Review. Within 30 working days of receipt, review the application only to determine if it is of sufficient quality to continue with certification. Review it in depth in the document compliance phase. (An example of a properly completed application is shown in figure 116-6.)

B. Application Not Accurate or Complete. If the application is not complete or accurate, notify the applicant in writing (figure 116-7) of needed changes before certification can be continued.

C. Need for Formal Application Meeting. Determine if the optional formal application meeting is necessary.

(1) If a formal application meeting is not necessary, schedule the certification inspection of the principal base of operations. Review with the applicant the procedures required during the demonstration and inspection phase.

conducted in the district office).

9. DOCUMENT COMPLIANCE PHASE PROCEDURES. After accepting the application, the team must assure each document is complete and correct through an in-depth review.

A. Document Review. The certification team evaluates at least the following:

(1) The Application.

(a) In Block 1, the applicant indicates whether he or she is seeking a private or commercial certificate, whether he or she will be dispensing an economic or other poison, and that the application is for original issuance.

(b) Block 2 is for the name, address (physical location, not a post office box number unless it reflects the physical location of the applicant's base of operations), and telephone number of the applicant. The applicant lists here all d/b/a's that will be used.

(c) Block 3 is for the address and phone number of the principal base of operations.

(d) In Block 4, the applicant specifies whether the application is for an individual, a corporation, or a partnership.

(e) In Block 5, applicants for a commercial operator's certificate must indicate the name of the chief supervisor, if it is other than the applicant.

(f) In Block 6, the applicant indicates the chief supervisor's grade of certificate; category, class, and type ratings; and certificate number.

(g) Blocks 7A and 7B should be left blank.

(h) In Block 8, the applicant indicates the number and the correct make and model of aircraft and whether they are equipped for liquid or solid dispensing.

(i) In Block 9, the applicant lists any other pilots he or she employs and their certificate numbers.

(j) Block 10 is for any pertinent remarks the applicant may have.

(a) Pilot currency requirements (FAR Part 61)

(b) Any existing letters of competency

(3) Aircraft documents (Airworthiness)

(a) Registration certificate

(b) Airworthiness certificate

(c) Logbooks

(d) Requirements of FAR § 137.31

B. Unsatisfactory Items. If there are any unsatisfactory items, advise the applicant that they must be corrected before certification can continue.

C. Terminating the Document Compliance Phase. When all documents are satisfactory, conclude the document compliance phase. The next phase is the demonstration and inspection phase.

11. DEMONSTRATION AND INSPECTION PHASE PROCEDURES.

A. Conduct Knowledge and Skill Test. Accept a letter of competency or a logbook endorsement by an FAA inspector or a designated chief supervisor of operations as meeting the requirement for a knowledge and skill test. If a pilot does not have a letter of competency or a logbook endorsement, administer a knowledge and skill test to the chief supervisor, who can then, in turn, administer tests to other agricultural pilots. (See volume 2, chapter 118, Administer a Knowledge and Skill Test to an Agricultural Pilot.)

(1) If any test is failed, notify the pilot immediately, following the procedures in volume 2, chapter 118. Reschedule the appropriate portion of the test.

(2) If the pilot passes the test, issue a letter of competency or make a notation in the pilot's logbook. Use volume 2, chapter 118, figure 118-3 or 118-4, as applicable. (If a logbook entry is used, make a memorandum for the office file.)

B. Inspect Record Keeping Requirements. Inspect the applicant's record system.

13. CERTIFICATION PHASE PROCEDURES. When all certification requirements have been met, complete inspection reports and checklists. Have the administrative staff prepare the operating certificate.

A. Prepare and Issue the Operating Certificate. Use FAA Form 8430-21 for an Operating Certificate (figure 116-9 or 116-10). Obtain a certificate number following the procedures in volume 2, chapter 203, Obtain Certificate Numbers. The following information must be typed on the appropriate form when preparing the certificate for issuance.

(1) Enter the certificate holder's full, legal name directly below the words "This certifies that . . ." Show other names (such as "doing business as") on the certificate. If necessary, list them on a separate, attached letter (figure 116-11).

(2) Enter the address of the certificate holder's principal base of operations directly below the certificate holder's name. (Do not use a post office box address unless it also reflects the physical location of the principal base of operations.)

(3) Do not modify the pre-printed certification statement of authority. Complete the statement by typing either, "Private Agricultural Aircraft Operations" or "Commercial Agricultural Aircraft Operations" in the space provided. Indicate whether dispensing of economic poisons is prohibited or allowed.

(4) Obtain the final certificate number from AFS-620 in accordance with volume 2, chapter 203, Obtain Certificate Numbers.

(5) Enter the date all requirements for certification were met.

(6) Type the four-character, alpha-numeric designator and city and state of the certificate-holding district office (CHDO) into the "Issued at" space of the form (e.g., EA18, Richmond, VA).

(7) Submit the certificate to the district office manager for signature.

(8) Enter the full title of the person signing the certificate in the space provided. Enter the acronym

(2) The certification job aid

(3) The application

(4) The Schedule of Events

(5) A copy of the Operating Certificate issued

(6) A summary of any difficulty encountered during certification and its resolution

(7) A copy of any deviation or waiver issued

C. Disposition of Certification File.

(1) The district office shall retain the original certification report in the district office file.

(2) If airplanes are to be domiciled outside of the certificating district office's jurisdiction, the principal operations inspector assigned to the operator shall notify the other district office and provide a copy of any portion or all of the certification file to the other district office at its request.

D. Minimum Equipment List (MEL). Issue a letter of authorization (LOA) to operate with an MEL, if applicable. (See volume 2, chapter 58, Approve a Minimum Equipment List.)

E. Vital Information Subsystem (VIS). Enter all appropriate information in the VIS Air Operator Basic File and Air Operator Aircraft Auxiliary File. (See volume 2, chapter 205, Open/Update Vital Information Subsystem File.)

F. District Office File. The Team Leader shall ensure an official office file is established after certification is complete. The file shall contain at least the following:

(1) Material from any working file used up to this point

(2) The certification report and attachments

(3) EIS/AIDS profile on applicant and personnel, including a negative report, if applicable

(4) Approved minimum equipment lists, if applicable

(5) Surveillance reports

following:

(1) Written notification to the applicant denying the certificate.

(2) Indication of the return of all original documents to the applicant.

may necessitate assistance from other district offices.

B. Conduct Surveillance. According to the established post-certification plan, conduct surveillance at appropriate intervals.

[PAGES 116-9 THRU 116-10 RESERVED]

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1616

3. OBJECTIVE. The objective of this task is to determine that the principal base of operations for an applicant for a Federal Aviation Regulations (FAR) Part 137 operating certificate or for an existing operator meets the regulatory requirements of the certificate. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the operator's district office file.

5. GENERAL.

A. FAR Requirements. The FAR do not specify what type of physical facilities an agricultural operator must have. This is usually governed by state and local regulations and to some extent by regulations of the Environmental Protection Agency (EPA).

B. Inspection Coverage. If the inspector is familiar with state and local or EPA regulations, he or she should determine the operator's compliance with them. At the very least, the inspector should bring any discrepancies with non-aviation regulations to the attention of the operator. However, Federal Aviation Administration (FAA) inspectors have no enforcement capability for state, local, or EPA areas.

C. Aviation Safety. The inspector's duty is to determine that the operator's practices and procedures at the base of operations conform to the FAR insofar as it applies.

7. SPECIFIC AREAS OF CONCERN.

A. Preparation. Before going to an agricultural operator to conduct surveillance, it is important that the inspector review the district office file on the operator. This will give the inspector insight into the type of operation being conducted, i.e., private, commercial, congested area operation, etc. In the case of a newly certificated operator, weak areas noted in the certification report should be studied then closely examined during the inspection.

B. Examination of Operator Records.

(1) A discussion with the operator and review of the records should indicate to the inspector if any names other than the ones appearing on the certificate are being used.

(2) The records shall be located where the operator has designated the principal base of operations. Unusual circumstances may dictate that the records may temporarily be at a different location, and the inspector must use some judgement in evaluating such a situation.

(3) Private agricultural operators are not required to maintain records in accordance with FAR § 137.71. When reviewing commercial operator records, the inspector may find that the records are copies of bills or invoices sent to the operator's customers. Since there is no set procedure on what form commercial operator records must be, any method used by the operator is satisfactory as long as it maintains the minimum requirements of FAR § 137.71(a)(1), (2), and (3).

(a) Name and address of person to whom services were rendered

(b) Date of service

(c) Name and quantity of material dispensed

(4) Pilot records are usually kept separate from the operating records, and they must meet the requirements of FAR § 137.71(a)(4).

(5) An operator, including a private operator, must present evidence that each person used in the agricultural operations has been informed of their duties and responsibilities. A written record of this may be necessary to determine compliance with FAR § 137.41.

C. Private Operators. Since a private operator is not required to keep records, the inspector must discuss the private operator's operations in sufficient detail for the inspector to ensure that operations for compensation or hire are not being conducted. The inspector must verify that only the property or the crop, in which the operator has an interest or owner-

investigation, as appropriate.) The use of partial ownership should not be used as a way to circumvent the regulation.

D. Aircraft Inspection. A detailed examination of the aircraft is usually conducted by an airworthiness inspector. However, when circumstances prevent airworthiness from being represented during the inspection, the operations inspector should assure that all available aircraft and their logbooks are examined for at least a current annual inspection, for installation of seat belts and shoulder harnesses, and for a facsimile of the certificate on board.

(1) Airworthiness and registration certificates need not be kept in the aircraft, but they must be available at the site from which dispensing operations are conducted.

(2) With respect to certain aircraft modifications, including fuel jettisoning, airworthiness inspectors must be consulted.

E. Poison Control. The inspector should check the operator's procedures or facilities for poison control.

(1) Ideally, pilots should not be assigned the duty of loading pesticides into the aircraft. They may be assigned the responsibility to observe the loading of poison; however, in many small operations, the pilot is the only person dispatched to a dispensing site and will have to do the loading. In either case, loading should be accomplished with little or no residual contamination of the loading area. There should be a source of water, which can be used to remove any poison from the skin.

(2) The inspector should check the method the operator uses to destroy or dispose of poison containers. EPA labels on pesticides indicate the EPA-approved method of disposal, but state and local laws may also be involved.

(3) The operator should have the emergency phone numbers of the nearest poison control center. Local numbers where emergency medical attention can be obtained should also be available.

(1) Agricultural aircraft operating between sunset and sunrise must adhere to the provisions of FAR §§ 91.33(c)(3) and 91.73. However, FAR § 137.47 permits an agricultural aircraft to operate without position lights if prominent unlighted objects are visible for at least one mile.

(a) Agricultural aircraft without position lights may conduct takeoffs and landings at airports with a functioning control tower only as authorized by ATC.

(b) Takeoffs and landings at uncontrolled airports can be conducted only with the permission of the airport management and when other aircraft operations, requiring position lights, are not in progress.

(c) The agricultural aircraft operator may request district office maintenance personnel to approve the installation of aircraft lights and other equipment items pertinent to night operations. Approvals of such installations must be conducted in accordance with the applicable FAR and internal directives. (See FAA Order 8300.10, Airworthiness Inspector's Handbook.)

(2) The operator should be encouraged to establish safety practices and procedures for the operator's particular operation, including night operations. The following guidelines are some, but certainly not all, suggestions for these practices and procedures.

(a) Night operations should be conducted only when a prominent horizon exists, or there should be sufficient surface lighting to reduce the possibility of spatial disorientation.

(b) The field where night operations are to be conducted should be checked from the ground in daylight with the flagmen, if flagmen are used, or with the supervisor of the operation. A plan for working the field should be developed. The pilot may find it advantageous to diagram the field and indicate the approximate locations of any obstructions which could affect the safety of the operation.

(c) Immediately before a night operation, the pilot should obtain any information available concerning the possibility of a temperature inversion in the

ble.

(e) The operator should establish minimum flight experience qualifications for pilots conducting night operations. For example, an operator may require pilots to acquire 15 to 25 hours in daylight operations in proximity to the area of proposed night operations. Another, more specific qualification would be to require a pilot to work an area during daylight before working the same area at night.

(f) Operators should also consider establishing minimum field sizes, based on the number, location, and kind of obstructions, for night dispensing operations. For example,

(i) A relatively small field (1,500 feet by 1,500 feet) may be safe if bounded on only two sides by obstructions.

(ii) A larger field (1,500 feet by 2,500 feet) could be safe with obstructions on three sides.

(iii) Operations at fields with obstructions on all four sides should be considered only if the field is 2,500 feet by 2,500 feet or larger.

(iv) These dimensions are only suggestions and are not standards established by the FAA. The operator should establish standards appropriate to the geographical area where operations are conducted.

9. GUIDELINES FOR BASE INSPECTIONS.

A. Coordination. When an airworthiness inspector cannot attend the base inspection, the operations inspector should tailor the inspection to examine the aspects of an inspection that the airworthiness inspector would normally do. For example,

(1) The inspector should be prepared to examine the equipment, i.e., the aircraft and spray rig, etc.

(2) The inspector should also observe preflight checks performed by the pilots, such as verifying the integrity of the spray rig, loading of the appropriate amounts (weight) of chemicals, etc.

(3) The inspector should coordinate with an airworthiness inspector to ensure follow-up inspections the deficiencies and recommended corrective actions would be summarized in a note to the file and/or in remarks to the Program Tracking and Reporting Subsystem (PTRS) Data Sheet.

(2) Second, an unsatisfactory report often calls for an enforcement investigation. Unsatisfactory reports are usually based on obvious violations found during the inspection. There are intermediate stages between satisfactory and unsatisfactory results, any of which may result in a satisfactory inspection with corrective action.

(a) A spot correction involves a discrepancy which was noted and corrected during the inspection and which was not a violation. Because it was corrected "on the spot," it may require no further action. An example of a spot correction might be: The inspector does not find a facsimile of the agricultural aircraft operator's certificate on board the aircraft. The corrective action would consist of the inspector notifying the operator of this discrepancy. During the remainder of the inspection, the operator makes a copy of the certificate and places it in the aircraft. No other corrective action would be necessary if the inspector found that no agricultural operations were conducted without the facsimile was on board. However, the inspector shall mark the PTRS sheet with an "I" to indicate "information." The inspector shall note the discrepancy and the spot correction on the transmittal form and/or the job aid.

(b) A follow-up action would involve deficiencies or lack of pilot knowledge or skill that do not involve a violation but which require action other than a spot correction. For example, during the inspection the inspector noted that a required placard was not in place on the aircraft and a replacement for the placard was not readily available. However, there was no evidence that the aircraft had been operated without the placard. The corrective action would consist of the inspector verbally advising the operator that the placard must be in place before the aircraft is operated again. At the office the inspector would confirm this in writing to the operator and schedule a follow-up inspection to determine if the placard was replaced.

inspection resulted in an enforcement investigation. (See chapter 182 and FAA Order 2150.3, Compliance and Enforcement.)

C. Presence of Chief Supervisor and Other Pilots During Inspection. It is desirable to be able to spot check the knowledge and skill of the chief supervisor and other pilots. Spot checks of pilots are necessary to verify continuing compliance. This is especially important for FAR Part 137 operations because there is no requirement for proficiency checks other than the biennial flight review.

(1) The inspector should ask all available pilots questions involving agricultural aircraft operations. (Refer to chapter 118, Administer a Knowledge and Skill Test to an Agricultural Aircraft Pilot, for knowledge areas.)

indicate a change in the address of the base of operations, of which the FAA was not aware. District office records must be altered to reflect the correct address. The inspector must determine whether an enforcement action is necessary.

11. INITIAL CERTIFICATION VS. LATER SURVEILLANCE. When this task is performed as the base inspection for an original certification (during the demonstration and inspection phase of the certification process), there are necessarily some items that cannot be inspected. For example, an applicant for an agricultural aircraft operator's certificate would not have a certificate or certificate facsimiles to be examined. For an original certification, the inspector marks the "N/A" column on the job aid (figure 117-1) for items that cannot be evaluated.

aviation safety inspector (ASI) (operations).

B. Coordination. This task requires coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- FAR Part 137 Base Inspection Job Aid (figure 117-1)

5. PROCEDURES.

A. Preinspection Activities.

(1) Determine the need for the inspection.

(a) District office work program schedule

(b) Requested by the regional office

(c) As a result of complaints

(d) As part of the certification process

(e) As per FAA Order 1800.56, Flight Standards Evaluation System

(2) Determine if the inspection is to be conducted with or without notice to the operator. (Conduct initial certification inspections as per the submitted schedule of events.)

(a) If the inspection is to be conducted with notice to the operator, notify the operator by telephone of the day, time, and nature of the inspection. Record the notification on FAA Form 1360-33 and place it in the operator's file.

(b) If the inspection is to be conducted without notice to the operator, schedule the day and time.

(3) Review the district office file on the operator for previous violations, complaints, accidents, and system (PTRS) file.

B. Conduct Base Inspection. Use the job aid in figure 117-1 to assist during the inspection.

(1) Inspect aircraft. (Airworthiness)

(2) Determine if chief supervisor and other pilots are qualified. (FAR § 137.19(b) and (c))

(a) Determine if knowledge and skill tests have been conducted and their results. (FAR § 137.19(e)(1) and (2))(b) For congested area operations, determine that each pilot-in-command (PIC) meets the experience requirements. (FAR § § 137.53(b)(1) and (2))

(3) If the operator conducts congested area operations, determine that the congested area plan has been FAA approved as per chapter 120, Evaluate a FAR Part 137 Congested Area Operations Plan.

(4) Determine that the applicant understands the limitations involved with agricultural aircraft operations.

(a) Limitations on passenger carrying

(b) Weight and Balance limitations

(c) Limitations on operating without position lights

(d) Limitations on dispensing in congested areas

(e) Limitations on not observing standard airport traffic patterns

(f) FAR § 91.79 limitations concerning ferrying to and from dispensing sites

(5) Determine that commercial operator records meet the requirements of FAR § 137.71.

(6) If all items in the inspection are satisfactory, note the outcome on the job aid.

(7) If the inspection is not satisfactory, inform the operator immediately. Note the outcome on the job aid. Confirm unsatisfactory items in writing to the applicant (figure 117-2). Initiate an enforcement investigation, if appropriate. (See chapter 182.)

7. TASK OUTCOMES. The satisfactory completion of this task results in either:

C. Possible enforcement investigation when inspections reveal a violation of the FAR or the conditions of the operating certificate.

ITEMS INSPECTED	INSP. INITIAL	DATE	SAT	UNSAT	N/A
1. Certificate conforms to district office copy					
2. Chief Supervisor same as district office records					
3. Operator uses appropriate aircraft					
a. Aircraft certificated and airworthy					
b. Aircraft equipped for agricultural operations					
c. Inspection of load-carrying or attaching devices					
d. Inspection of optional equipment installation					
e. Airworthiness directives current					
f. Inspection of installation and function of spray or diffusion equipment and jettisoning device					
g. In-house or contract maintenance observed					
h. Any minimum equipment lists (MEL) current and appropriate					
i. Certificate facsimiles on board all aircraft used in agricultural operations					
4. Chief supervisor and other pilots					
a. Airman and medical certificates appropriate					
b. Knowledge test passed (FAR § 137.19(e)(1))					
c. Skill test passed (FAR § 137.19(e)(2))					
d. Pilots used in congested area operations meet requirements of FAR § 137.53(b)(1) and (2)					
5. Congested area operations conducted					
a. Operator has FAA approved plan					
b. Plan includes approval by appropriate government officials					
c. Plan provides for ATC coordination, if required					
d. Plan includes a complete description of the operation					

g. Plan includes appropriate maps, charts, diagrams					
h. Plan has a specific method for halting operation for real or apparent hazards					
i. Plan clearly describes who is conducting the operation and what is being contracted					
6. The operator conforms to:					
a. Limits on passenger carrying					
b. Weight and balance limits					
c. Limitations on operating without position lights					
d. Limitations on dispensing in congested areas					
e. Limitations on not observing standard traffic patterns					
f. Limitations on restricted category aircraft, if used (FAR § 91.39(b) and (c))					
g. FAR § 91.79 limitations on ferrying to and from dispensing sites					
7. Commercial Operator Recordkeeping					
a. Name of each person provided service					
b. Date services provided					
c. Name and quantity of material dispensed					
d. Name of each pilot used and date FAR § 137.19(e) was met					
e. Records kept for at least one calendar year					
8. Bona Fide Property Interest (Private Operators)					

REMARKS: _____

_____

_____

Inspectors' Signatures:

_____ _____ _____

Dear [*operator's name*]

This letter is to confirm those items that were unsatisfactory in the base inspection conducted on [*indicate date*].

[*The inspector should list each item and indicate*:

(a) whether sufficient corrective action has been taken by the operator

(b) that enforcement action may be initiated

(c) if a follow-up inspection is required to determine if corrective action has been completed, when that inspection will take place]

Sincerely,

[*certification project manager's signature (if initial certification) or principal operations inspector's signature (if surveillance of an established operator)*]

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1579

3. OBJECTIVE. The objective of this task is to determine that the pilots used by a private or commercial agricultural aircraft operator are qualified to act as pilot-in-command (PIC) of an agricultural aircraft. Successful completion of this task results in an indication of satisfactory or unsatisfactory test for each pilot.

5. GENERAL. When required by Federal Aviation Regulations (FAR) § 137.19(e), the applicant or person who supervises agricultural aircraft operations shall be examined to determine that he or she possesses satisfactory knowledge to conduct those operations safely. An applicant citing FAR § 137.41(c) may still be examined to determine that he or she possesses the knowledge required to dispense agricultural materials and chemicals safely if the record of operation raises any doubt concerning the pilot's competence. The inspector may take into consideration, when making the determination of competency of any agricultural aircraft pilot, state-required tests passed by the applicant. For example, based on a pilot's recent state test, an inspector may determine that a knowledge test is not necessary.

A. Location of Test. The skill test may be conducted over an area mutually agreeable to the applicant and the inspector.

B. Location of Inspector During Test. The operations inspector shall observe this test from the ground. Under no circumstances should the inspector ride with the applicant during the skill test.

C. Flight Helmet. The Federal Aviation Administration (FAA) encourages pilots to wear a suitable flight helmet when operating agricultural aircraft in dispensing operations.

D. Suitable Material to be Dispersed During Test. For the purpose of the skill test, the aircraft's dispersal tanks or hoppers shall be loaded with any suitable material, e.g., water, lime, or sand.

(1) Loading shall be to the maximum certificated takeoff weight or the maximum weight established for the special purpose load, whichever is greater. A reduced load should be used in conditions of high density altitude.

(2) Before conducting the skill test, the inspector shall have the operator determine that the dispensing equipment does not contain chemical residue (a herbicide or other agricultural chemical) which may cause damage or create a hazard to the area where the test is conducted.

E. Reasons for Conducting Knowledge and Skill Test. This task may be performed during initial certification of a FAR Part 137 applicant. It may also be conducted at the request of a FAR Part 137 operator or pilot.

F. Not Dispensing Economic Poisons. If the operator does not apply for authorization to dispense economic poisons, the inspector shall not test the applicant on FAR § 137.19(e)(ii) through (iv). The statement of competency issued must reflect this.

7. GUIDANCE FOR THE KNOWLEDGE TEST.

A. Test Development. The examining inspector develops questions from the following topics to determine the applicant's or chief supervisor's knowledge of such operations.

(1) The knowledge test may be oral or written, at the option of the person administering the test. A sample written test and its answer key can be found in figure 118-1. This sample should be considered representative of a written test covering the required areas of knowledge.

(2) District offices are encouraged to develop their own written tests and answer keys, if they desire to use that method of evaluating the applicant's knowledge. Any written test, whether the sample provided in figure 118-1 or one developed by the district office, becomes "known" after it has been administered several times. The test will need to be updated periodically to reflect changes in regulations, new pesticides, etc.

B. State Test Results. Inspectors may accept satisfactory results of any state or local knowledge

include structures, trees, wires, or unfavorable terrain, etcetera, and the pilot has not previously or recently worked the particular area, he or she should conduct a ground survey. Also, a ground survey is highly recommended when a pilot finds it necessary to fly under wires.

(2) The area immediately surrounding the working area should be surveyed to determine that the material dispensed will not create a hazard to persons or property on the surface. The engine and propeller noise emitted as the pilot executes a pull-up and turnaround over these areas has been known to result in damage to some enterprises. As a result of such maneuvering, the agricultural aircraft operator may find himself the object of civil court action in addition to alleged violation of the FAR. The surrounding area should also be investigated for fish ponds, lakes, and streams because certain economic poisons can have a lethal effect upon fish and wildlife.

(3) The agricultural aircraft operator should be tested on the provisions of FAR § 137.51(b)(2) which require the operator to advise the occupants of congested areas before conducting operations there.

D. Contamination Protection. The applicant must demonstrate satisfactory knowledge regarding the methods used to safeguard the pilot against contamination and the safe handling of economic poisons that the pilot dispenses. (For information on the relative toxicity of economic poisons, an LD_{50} index and an explanation for its use are included in chapter 115 of this handbook.

(1) An aerial applicator pilot who is engaged in the actual application of economic poisons should be knowledgeable of the hazards of the pilot's mixing or loading highly toxic poisons. Special emphasis should be placed on this job function when the economic poison is being used in an undiluted form.

(2) The pilot should be able to conduct a ground crew briefing concerning economic poisons and the need to wear protective clothing such as rubber gloves, apron, boots, and a respirator when handling materials that require them. (If a respirator is required, it should be the type which protects the wearer against the

(4) The pilot must be knowledgeable about procedures to prevent contamination of the water sources if water is obtained from streams or ponds for mixing purposes. The pilot must know state and local laws concerning spillage.

(5) The pilot should be knowledgeable about how often aircraft and spray equipment should be cleaned, e.g., daily or as often as required to remove accumulation of pesticide residue. When aircraft are cleaned, the pilot should be aware of state and local laws concerning drainage into a sewer, ditch, pond, stream, or other body of water, or the location of approved disposal sites.

E. Container Disposal. The applicant should be queried about recommended methods for disposing of used pesticide containers. Environmental Protection Agency (EPA) approved methods for disposal are contained on the pesticide label. State and local laws, however, may require additional precautions, and the inspector should be aware of them. Local extension agents or an EPA office can be of assistance in this area.

F. Economic Poison Labeling. Economic poisons manufactured for interstate use are required by the U.S. EPA regulations to be registered with that department. Those poisons are also required to be labeled, showing the brand name, active ingredients, inert ingredients, directions for use, warning, net contents, and name and address of manufacturer or registrant. The label normally contains other detailed instructions concerning the effects on plants, animals, and persons. Therefore, when required by FAR § 137.19(e), the applicant must show a satisfactory knowledge concerning the general effects and precautions to be observed as described on the label of the economic poisons normally used in the area where the applicant conducts operations.

G. Detecting Contamination. The requirements contained in FAR § 137.19(e)(1)(iv) should not be interpreted as FAA encouragement or endorsement of self-diagnosis. Rather, it is a requirement that the agricultural operator pilot possess sufficient knowledge of the primary symptoms of poisoning to motivate

ness in the chest, slowing of the heart, muscle twitching followed by convulsions, coma, and paralysis. Death is usually caused by respiratory failure. Certain of these symptoms may be deceptive. For instance, the pupil of the eye usually constricts, and the heart rate usually decreases. In the early stages of poisoning, however, the pupil may enlarge and the heart may beat faster. Symptoms may be delayed, appearing, for instance, late at night or on the day following exposure. Repeated, small exposures may constitute as great a danger as the large, single dose.

(2) The chlorinated compounds owe their insecticidal activity and their immediate or acute human toxicity to an action on the nervous system. Symptoms and signs take the form of nausea, dizziness, headache, tremor, and weakness, and in the case of large doses, convulsions, difficult breathing, cyanosis (surface of the body turns blue), and circulatory collapse. The exact mechanism by which these effects are produced is unknown, and there is not a specific treatment.

H. Decontamination Steps. The first step after known or suspected contamination of the skin is usually a thorough washing with soap and water. Alcohol (denatured, 95 percent grain alcohol) is a better decontamination agent, particularly if the area of the contamination is limited. In any event, speed is important. It has been found that 30 minutes after a test application of parathion to the skin, vigorous scrubbing with soap and water will remove 80 percent or more of the material, and alcohol will remove most of the remainder. After 5 hours, however, 40 percent of a test dose cannot be washed off with soap and water, and 10 percent will remain after scrubbing with alcohol. Decontamination is especially important for the pilot who may have become contaminated by chemicals spilled in an accident. Treatment in the field should include such emergency measures as are needed, such as artificial respiration. The patient should be rushed to a physician or a hospital for further treatment.

I. Poison Control Centers. The location of Poison Control Centers in the United States may be found in the most recent issue of the Directory of Poison Control Centers, a publication from the U.S. Department nearest poison control centers, and on disposal of containers. Inspectors may wish to provide the name and telephone number of this hotline to agricultural operators who do not already have it.

J. Airplane Operating Limitations. When required by FAR § 137.19(e), the applicant must be tested to determine that he or she possesses adequate knowledge of operating limitations for the aircraft to be used in accordance with the applicable requirements contained in FAR § 91.31. Special emphasis should be placed on weight and balance information. If the applicant conducts operations using helicopters, the applicant should understand that the Height/Velocity diagrams do not provide information for weights above the maximum certificated gross weight. The applicant must also be tested concerning aircraft performance capability, provided performance data have been established for the aircraft to be used. Questions about performance shall include such items as:

(1) Stall speeds at maximum certificated gross weight, straight ahead, power off, flaps up (V_{s1})

(2) Best rate (V_y) and best angle (V_x) of climb speed

(3) Maneuvering speeds

(4) Density altitude and its effect on performance

(5) Takeoff distance required to clear a 50-foot obstacle, maximum certificated gross weight, with zero wind

K. Safe Application Procedures. The applicant should be queried about safe flight and safe application procedures during agricultural operations.

(1) The pilot should be familiar with the hazards associated with dispensing sulphur or other solid agricultural materials containing a high percentage (30 percent or more) of sulphur.

(2) When conducting operations over sloping terrain, caution should be exercised relative to the direction of swath runs. Flying up the slope may result in stalling the aircraft before reaching the end of the

(4) The aerial applicator pilot should not look back at the swath during a swath run. To do so may result in allowing the aircraft to fly into the ground or other obstruction.

(5) The aerial applicator pilot may have a tendency to apply forward pressure on the elevator control or cyclic control (on a helicopter) when flying under wires. Such a tendency should be avoided because

ments between them concerning who performs the clean-up swaths or trim passes, when applicable. Mid-air collisions have occurred between aircraft conducting team operations when such coordination has not been accomplished.

L. Night Operations. If the operator conducts night operations, the pilot must have knowledge of night operations. Refer to chapter 117, Conduct a Base Inspection of a FAR Part 137 Operator, for test areas.

aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit. This task may be performed by the operator's chief supervisor.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- Advisory Circular (AC) 137-1, Agricultural Aircraft Operations

B. Forms.

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet
- FAA Form 8710-1, Application for Airman Certificate or Rating

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. Need for Knowledge and Skill Test. Determine if the pilot needs the knowledge and skill test or has been previously qualified under FAR Part 137.

(1) If the test is not required or can be conducted by the operator's chief supervisor, record the outcome on FAA Form 1360-33. Place this in the district office file for the operator. Do not open a Program Tracking and Reporting Subsystem (PTRS) file for this task.

(2) If a test is required, provide applicant with a copy of FAA Form 8710-1 and schedule a date and time for the test.

B. PTRS File. Open PTRS file for this task.

C. Review Application. After arriving for the test, examine FAA Form 8710-1 for completeness and accuracy.

(1) Ensure that the applicant has checked "Other" under Section I, Application Information, tion IIA, 1, 2a, and 2b.

(4) The applicant does not need to fill out Section III, Record of Pilot Time.

(5) Ensure that the applicant has checked either "Yes" or "No" in Section IV.

(6) Ensure that the applicant has signed and dated the application in Section V.

(7) No instructor's recommendation is required on the reverse side of FAA Form 8710-1.

D. Pilot Certificates. Inspect pilot certificates and ensure the pilot has:

(1) An appropriate and current medical certificate

(2) An appropriate pilot certificate with category and class ratings as required (FAR § 137.19)

E. Knowledge Test. Conduct oral and/or written examination on the subject matter specified in FAR § 137.19(e)(1).

(1) If the oral or written test portion is failed, notify the pilot and operator. Confirm in writing (figure 118-2) and reschedule the knowledge portion of the test. On the reverse side of FAA Form 8710-1, check "Disapproved" under the "Inspector's Report" section. Place FAA Form 8710-1 in the district office file on the operator. Do not forward it to Oklahoma City. The skill portion of the test may proceed at the inspector's option.

(2) If the oral or written test portion is satisfactory, proceed with the skill portion of the test. Discuss the sequence of events and the safety considerations for the skill portion of the test.

F. Aircraft Documents. Inspect the aircraft's documents. Ensure that the registration and airworthiness certificates are current and appropriate.

(1) N-number matches that on the registration certificate

(2) Data plate information, serial number, airworthiness certificate, and registration certificate match each other and aircraft registry records

H. Skill Test. Conduct the skill portion of the test (FAR § 137.19(e)(2)). The applicant is to be briefed and evaluated on piloting skill and operational judgement in the following:

(1) Ground crew coordination and loading procedures

(2) Engine start, warmup, and taxi procedures

(3) Short field and soft field takeoffs (airplanes and gyroplanes only), directional control, lift-off, and climb

(a) One takeoff at minimum speed

(b) One takeoff at V_x

(4) Approaches to the working area

(a) Satisfactory aerial survey of area for obstructions

(b) Proper method of beginning operations; normally, starting operation crosswind on downwind side of field

(5) Flareout

(a) Should not touch ground or crop during flareout

(b) Should be consistently at same height and proper position over field on several flareouts

(6) Swath runs

(a) Consistent altitude (plus or minus 5 feet)

(b) Four or more demonstrated

(c) Looking back at swath during swath run is disqualifying

(d) Flight should be executed so as not to fly through clouds of spray or the dust of previous swath; successive swath runs spaced so as to place the wing tip into or overlapping the swirl of the previous swatch is not disqualifying

(e) Begins and terminates spray application within the specified area and does not allow overspray or "drift down" to reach adjacent fields

(7) Proper throttle and hopper or tank control manipulation at beginning and end of swath run

(8) Clean-up swath or trim passes

(a) Recognizes the need for clean-up swath or trim pass

(b) Adequately covers uncovered areas

(9) Jettisoning of remainder of load after swath runs in the event of inflight emergency

(10) Rapid deceleration or quick stops (helicopter only)

(11) Approach, touchdown, and direction control on landing

(a) One landing

(b) Adequate precautions used around turning propellers or rotor blades

(12) Taxi, engine shutdown, and securing of aircraft

I. Skill Test Unsatisfactory. If the applicant fails the skill portion of the test, notify the pilot and the operator. Confirm in writing (figure 118-2) and schedule a date and time for re-examination. On the reverse side of FAA Form 8710-1, check "Disapproved" under the "Inspector's Report" section. Place FAA Form 8710-1 in the district office file on the operator. Do not forward it to Oklahoma City.

J. Skill Test Satisfactory. When the applicant satisfactorily accomplishes the skill portion of the test, issue a letter of competency (figure 118-3) or make a logbook entry (figure 118-4). If a logbook entry is used, write a memorandum indicating satisfactory completion of the test for the office file. On the reverse side of FAA Form 8710-1, check the "Approved" under the "Inspector's Report" section. Place FAA Form 8710-1 in the district office file on the operator. Do not forward it to Oklahoma City.

K. PTRS. Close PTRS work entry for this task.

L. District Office File. Place results of test in the district office file for that operator.

4. How would you dispose of containers that held a toxic poison?

Paper bag _____

Glass container _____

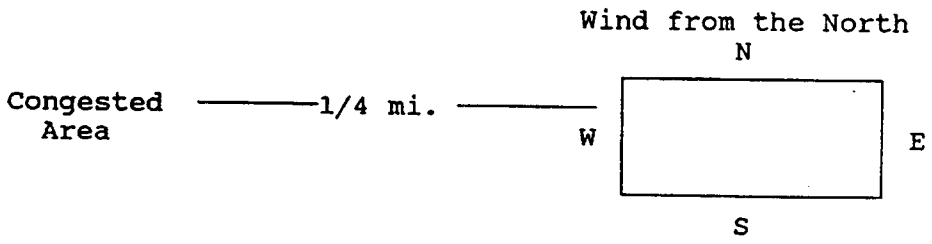
Drums or cans _____

5. Where is the nearest poison control center?

6. If you have mild symptoms of organophosphate poisoning, can you administer the recommended antidote yourself and continue work until an appointment with a doctor can be arranged?

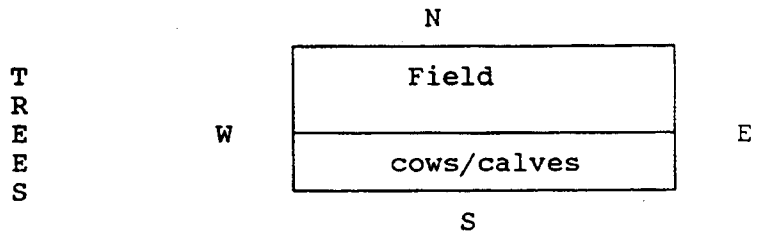
7. What emergency action would you take if a known contamination exists?

8. Indicate your swath runs and procedure turns over the following field, when dispensing 2-4-D.



9. Would you apply a chemical such as Parathion to this field? If so, how and when?

10. What wind direction would be required for applying 2-4-D on the crop in the following field sketch?



12. While airborne, before starting your swath run, what steps do you take?

13. In applying insecticides for insect control adjacent to a lake, stream, or fish-stocked earth tank, what precautions must be taken?

14. Does your agricultural aircraft operator's certificate allow you to fly under 500 feet over the top or closer than 500 feet horizontal to a farm while going to or from your base of operation and the field you are to treat?

15. What are the steps to be taken before you can dispense chemicals over a city, town, settlement, or other congested area?

16. Does your aircraft have to be inspected before you can engage in applying insecticide for insect control over a congested area?

17. In your procedure turn, you misjudge your turn and roll out 300 feet to the right side of your flagman. How would you correct this error?

18. Your agricultural aircraft is required by FAR Part 137 to be equipped with a (circle one):

a. quantity tank gauge
b. shoulder harness
c. stall warning horn
d. boom pressure gauge

19. In order to dispense chemicals over a congested area, you are required by FAR Part 137 to have your aircraft equipped with which of the following:

a. stall warning horn
b. tank quantity gauge
c. emergency dump valve or chemical jettison device
d. boom pressure gauge

20. 2-4-D will not harm most broad leaf plants. True or False?

21. What certificate or certificates have to be carried on the aircraft engaged in agricultural aircraft operations?

a. registration
b. facsimile of the agricultural aircraft operator's certificate
c. both of the above

22. You are flying a restricted category agricultural aircraft with a belly unit and two seats. Can you use this aircraft for other purposes than agricultural operations?

23. Are you required to wear a crash helmet during operations?

24. At what time or at what position would you consider the most critical while you are dispensing chemicals?

25. As your bank increases, what happens to your stall speed?

that the symptoms can be mistaken for other diseases before chronic toxic effect is suspected and that the effects are cumulative. Generally, the symptoms are nausea, vomiting, blurred vision, excessive sweating, among others.

4. The answer to this question would depend on the chemical in the containers. Generally, paper containers are burned; glass containers are broken then buried; drums, etc., may be returnable or can be washed out with a detergent and water solution.

5. The answer would have to reflect the local area.

6. No.

7. The answer would depend upon the chemical, the location of the contamination, and any state or local requirements. Generally, the pilot should wash with soap and water. For small areas, use alcohol.

8. Spray runs and procedure turns should be depicted so that drift and/or aircraft do not overrun the congested area.

9. No. Another chemical less toxic should be used.

10. From the south to the north.

11. b.

12. Survey the area.

13. A definite wind blowing away from streams, lakes, etc.

14. No.

15. Obtain prior written approval from the governing body of the jurisdiction, give public notice of the operation, and obtain an FAA approved plan.

16. Only the required annual or 100-hour inspections.

17. Pull up and reenter the swath run.

18. b.

19. c.

20. False.

21. b.

22. No.

23. No, it is not required by FAR, but it may be a requirement in some states.

24. As you start your procedure turn downwind.

25. Increases.

[*applicant's address*]

Dear [*applicant's name*]:

This is to inform you that on [*date*], you failed to satisfactorily demonstrate the required [*skill*] [*knowledge*] required by Federal Aviation Regulations Part 137 to act as a pilot in aerial agricultural operations.

The areas of deficiency were:

[*Cite the areas.*]

Additional instruction or study in these areas is recommended.

Should you have any questions concerning this test, please contact this office.

Sincerely,

[*signature of inspector conducting the test*]

[*Send copy to supervisor of agricultural operations, if applicable.*]

Dear [*operator's name*]

This is to certify that [*pilot's name*] holder of [*grade of certificate*] pilot certificate [*certificate number*] has on this date satisfactorily completed the knowledge and skill test for an agricultural aircraft pilot as specified under Federal Aviation Regulations § 137.19(e) and is qualified to serve as pilot-in-command in agricultural aircraft operations.

[*He or she*] is [*is not*] authorized to dispense economic poisons.

Sincerely,

[*signature and title of FAA inspector or supervisor of agricultural operations, if applicable*]

[*date*]

[*signature and title of FAA inspector or supervisor of agricultural operations*]

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1623

3. OBJECTIVE. The objective of this task is to determine that a private or commercial Federal Aviation Regulations (FAR) Part 137 operator conducts a dispensing operation according to the FAR and the operating certificate. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the operator's district office file.

5. GENERAL. The need to inspect an operator's dispensing operation, which is the actual dispersal of chemicals on a specified area, may be as a result of programmed surveillance. The inspection may be as a response to a complaint about an operator (See volume 2, chapter 182, Conduct a Complaint Investigation). The inspector must consider the type of operation, whether a congested area is involved (which would include volume 2, chapter 121, Monitor a Congested Area Operation), whether the operation is in daytime or nighttime, etc.

7. INSPECTOR SAFETY CONSIDERATIONS. The nature of agricultural chemicals is necessarily toxic. (See chapter 115, Introduction to FAR Part 137 Related Tasks.) Inspectors must take every precaution to assure they are not contaminated by exposure or spillage.

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B. Coordination. This task may require coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Dispensing Operation Inspection Job Aid (figure 119-2)
- Agricultural Pilot Inspection Job Aid (figure 119-3)
- Agricultural Aircraft Inspection Job Aid (figure 119-4)
- Sample letters and figures

5. PROCEDURES.

A. Schedule Inspection. Coordinating with airworthiness, schedule a date and time for the inspection. Decide whether this inspection will be done with or without notice to the operator.

(1) If the inspection is to be conducted with notice to the operator, notify the operator by telephone or in writing.

(a) If the operator is notified by telephone, record the results on FAA Form 1360-33 and place it in the operator's file.

(b) If the operator is notified in writing or the telephone call is confirmed in writing, use figure 119-1.

(c) Review the district office file on the operator.

C. Program Tracking and Reporting Subsystem (PTRS). Enter the appropriate PTRS code to open the task.

D. Job Aids. Use the Dispensing Operation Inspection Job Aid (figure 119-2), the Agricultural Pilot Inspection Job Aid (figure 119-3), and the Agricultural Aircraft Inspection Job Aid (figure 119-4) during the inspection.

(1) If a private operator, determine if the operator meets the requirements of FAR § 137.19(b), (d), and (e).

(2) If a commercial operator, determine if the operator meets the requirements of FAR § 137.19(c), (d), and (e).

(3) Determine if the operator has current copies of FAR Parts 91 and 137 (recommended, not required).

(4) Determine if the operator knows the location of the nearest poison control center (recommended, not required).

(5) Determine if the aircraft is airworthy and appropriately equipped (airworthiness).

(6) Determine if the pilots are appropriately certificated (FAR §§ 137.19 and 137.41).

(7) If a private operator, determine if the operator complies with appropriate limitations (FAR § 137.35)).

(8) Determine if the operator has a written record of informing all personnel of their duties and responsibilities (FAR § 137.41(a)).

(9) Determine that the chief supervisor meets knowledge and skill requirements (FAR § 137.19(e)).

(10) Determine that the pilot-in-command is appropriately certificated for the operation (FAR § 137.41(c).

(11) Determine that appropriate competency letters or logbook endorsements have been issued (FAR § 137.19).

F. Inspection Unsatisfactory.

(1) If the inspection is unsatisfactory, note the outcome on the job aid. If the unsatisfactory items involve a safety hazard, terminate the operation immediately in accordance with the method worked out with the operator.

(2) Note the unsatisfactory items on the job aid. Confirm those items with the operator in writing (figure 119-5).

(3) Initiate an enforcement investigation as appropriate.

G. Debrief Operator.

(1) Compliment the operator on all areas where the operator met or exceeded the standards.

(2) Discuss any unsatisfactory items and how to improve them.

(3) Discuss any unsatisfactory items which may require an Enforcement Investigative Report and the normal enforcement action process, if applicable.

J. Airworthiness Deficiencies. If airworthiness deficiencies exist and an airworthiness inspector was not present, notify the airworthiness unit supervisor.

K. Other District Office Information. If applicable, mail a copy of the inspection report and other documentation to the operator's certificate-holding district office (CHDO).

7. TASK OUTCOMES. Completion of this task results in either of the following:

A. An indication in the district office file on the operator that the inspection was satisfactory.

B. An indication in the district office file on the operator that the inspection was unsatisfactory.

9. FUTURE ACTIVITIES.

A. Depending upon the results of the inspection, schedule another inspection either at the programmed interval or earlier.

B. Follow-up on any open items.

C. Possible initiation of an enforcement investigation if the inspection was unsatisfactory.

Dear [*operator*]:

This letter is to confirm our telephone conversation on [*date*] to the effect that an inspection of your operations will be conducted on [*date of proposed inspection*]. Enclosed is a copy of the inspection aid that will be used to assist in determining whether this operation is in compliance with Federal Aviation Regulations Part 137.

Should you have any questions concerning this inspection or will not be available on the above date, please notify this office at [*telephone number*].

Sincerely,

[*principal operations inspector's signature*]

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
1. Private operator meets appropriate requirements.	§ 137.19(b)(d)(e)			
2. Commercial operator meets appropriate requirements.	§ 137.19(c)(d)(e)			
3. Operator has copies of FAR Parts 91 and 137 (recommended)	not required			
4. Nearest poison control center location known (recommended)	not required			
5. Aircraft inspection	§ 137.53(c) or § 91.217			
6. Restricted aircraft operating limitations	§ 91.39(b)(c)			
7. Weight placard on hopper	not required			
8. Airman certificates and pilot qualifications	§§ 137.19, 137.41			
9. Aircraft equipped for dispensing	§ 137.19(d) § 137.31(a)			
10. Shoulder harness	§ 137.31(b) § 137.42			
11. Facsimile of certificate on board each aircraft used	§ 137.33(a)			
12. Airworthiness and registration certificates inspected	§ 137.33			
13. Private operator complies with limitations	§ 137.35			
14. All personnel aware of duties and responsibilities	§ 137.41(a)			
15. Supervisors meet knowledge and skill requirements	§ 137.19(e)			
16. Pilot-in-command appropriately certificated for operation	§ 137.41(c)			
17. Pilots have competency letters or logbook endorsements	§ 137.19			
18. Operating name same as business name	§ 137.55			
19. Pilots meet knowledge and skill requirements	§ 137.19(e)			
20. Operator's address same as on file	not required			

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
21. Date of baseline cholinesterase tests a. Pilots b. Other personnel				
22. Other items				

REMARKS:

For pilot certificate grade (GR), use P - Private, C - Commercial, A - Airline Transport Pilot

N-_____ MAKE_____ MODEL_____ SERIAL NO._____

TOTAL TIME_____ ENGINE MODEL_____ PROP MODEL_____

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
1. Annual Inspection Date _____ Time _____	§ 137.53(c) or § 91.217			
2. 100-hour Inspection Date _____ Time _____	Optional			
3. Airworthiness certificate	§ 137.33(b)			
4. Aircraft registration	§ 133.33(b)			
5. Certificate facsimile in aircraft	§ 137.33(a)			
6. Placards, hopper maximum weight	CAM 8.10-4 (b)(1)(i)			
7. Placards, restricted category aircraft	not required			
8. Shoulder harness	§ 137.31(b)			
9. Compliance with airworthiness directives	Parts 43, 91			
10. Airspeed indicator	CAM 8, App. B, § 8.5			
11. Carburetor air heat	CAM 8, App. A, § 8.5(c)			
12. FAA Form 337 for all major repairs, alterations, and supplemental type certificates (STC)	Part 43, App. B			
13. Other:				

Dear [*operator*]:

This letter is to confirm those items that were unsatisfactory at the satellite site inspection conducted at [*location*] on [*date*] and the present status of those items.

[*The inspector should list each item and indicate:*]

- whether sufficient corrective action has been taken by the operator.
- if no corrective action is taken by the operator that enforcement action may be initiated.
- if a follow-up inspection is required to determine if corrective action has been completed, when that inspection will take place.

Sincerely,

[*principal operations inspector's signature*]

1. PTRS ACTIVITY CODE: 1332

3. OBJECTIVE. The objective of this task is to determine that a Federal Aviation Regulations (FAR) Part 137 operator can conduct agricultural dispensing operations safely over a congested area according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

5. GENERAL. Agricultural aircraft may operate over congested areas if prior written approval is obtained from the appropriate official or governing body of the political subdivision over which the aircraft is to be operated.

A. Appropriate Officials. An appropriate official or governing body can include any of the following:

(1) Mayor

(2) City Manager

(3) City Council

(4) County Board of Supervisors

(5) City Commissioner

(6) Any other similar official

B. Public Notice. The public notice required by FAR § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

C. Contents of Congested Area Plan. Consider the following when reviewing the plan of operation required by FAR § 137.51(b)(3) and submitted by the operator.

(1) The plan must include an aerial photograph, large scale map, or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions which could normally be expected to present a hazard during the operation and the areas which could be used for an emergency landing and dumping of agricultural materials.

(2) The photograph, map, or diagram must be current, preferably within the preceding 24 months, to be considered representative of the area. If current photographs or diagrams are not available, realtor's maps may be used to supplement. The important aspect is not to accept crudely drawn maps that do not show actual scale distances.

D. Assisting Operators. Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be visually checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases an operator needs legitimate assistance. The inspector must use judgement in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

7. SINGLE-ENGINE AIRCRAFT. When congested area operations are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas which could be used for an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the requirements contained in FAR § 137.51(b)(4)(iii) can be complied with.

9. MULTIENGINE AIRCRAFT.

A. Takeoff Performance. Before approving the conduct of operations over a congested area using multiengine airplanes, the operator must prove that the airplane to be used can be operated in accordance with the performance requirements in FAR § 137.51(b)(5)(ii). Such evidence will also be required to determine compliance with FAR

the airplane to be used can be operated in accordance with the performance requirements specified in FAR § 137.51(b)(5)(ii).

11. RESTRICTED CATEGORY AIRCRAFT. FAR Part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, and flight test performance data established by the airplane manufacturer, or any combination thereof. In addition, performance information provided by a designated engineering representative is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the information presented by the operator, a Manufacturing Inspection District Office should be contacted to arrange for an engineering flight test to obtain the required performance data.

13. LOAD JETTISONING. Should a question arise concerning the load jettisoning capability of the aircraft used in congested area operations, the operator

B. Test Conditions. The aircraft must be loaded with any suitable material, e.g., lime, sand, water, etc., and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning requirement.

C. Rotorcraft. Jettisoning does not apply to helicopters (FAR § 137.53 (c)(2)).

D. Preventing Inadvertent Jettisoning. FAR § 137.53(c)(2) requires that aircraft conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the load from the tank or hopper. This can be accomplished with a device such as:

(1) Spring-loaded cover over a pull lever.

(2) "T" handle or pull ring in a spring loaded shield.

(3) A push-pull device fastened with fine safety wire.

(4) Other equivalent devices.

aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit, the regional counsel, and state, county, or local authorities.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- Advisory Circular 137-1, Agricultural Aircraft Operations

B. Forms.

- FAA Form 1360-33, Record of Conference, Visit, or Telephone Call
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- None

5. PROCEDURES. After a FAR Part 137 operator requests district office approval for a congested area operation, determine the need for congested area plan based on location, type of operation, etc. (FAR § 137.51(b))

A. Plan Not Required. If a plan is not required, record discussion on FAA Form 1360-33 and place it in the district office operator file. Do not open a Program Tracking and Reporting Subsystem (PTRS) file for this task.

B. Plan Required. If a plan is required, explain requirements of FAR §§ 137.51 and 137.53.

(1) Instruct the operator to present the plan to the district office for review.

(2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (FAR § 137.51).

(3) Discuss with the applicant various methods of public notification, such as newspapers, radio, and handbills.

C. PTRS. Open PTRS file.

(a) Any representation must show all obstructions which may present hazards during operation.

(b) Potential areas for emergency landing or dumping of agricultural materials must also be indicated.

(2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.

(3) Name and type of material to be dispensed.

(4) Type of crop or plant.

(5) Dates and hours of dispensing operations.

(6) Coordination with air traffic control.

(7) Special operating procedures or limitations to ensure safe operations near schools, parks, freeways, etc.

(8) Method of public notification.

(9) An indication of coordination with the appropriate state, local, or municipal authorities (figure 120-1).

(10) Methods for complying with FAR §§ 137.51(b)(4) and (5) and 137.53(c)(2).

(a) Arrangements for blocking off streets and other areas which may be used for emergency landings.

(b) Observe the load jettisoning demonstration (if applicable) from the ground. For multiengine aircraft, refer to FAR § 137.51 (b)(5).

(11) Means for terminating the operation in the event of an emergency or at the inspector's discretion.

E. Pilot Qualifications. The plan must indicate the qualifications (FAR Part 61 and FAR § 137.53) of the pilot to be used in the operation.

F. Aircraft Requirements. The plan must include information that indicates the aircraft meets the requirements of FAR Part 91 and FAR §§ 137.31, 137.33, 137.51, and 137.53.

(2) Place a copy of the plan in the district office file on the operator.

H. Plan Not Approved. If the plan cannot be approved, issue a letter disapproving the congested area plan (figure 120-3).

I. PTRS. Make appropriate PTRS work entry.

7. TASK OUTCOMES. Completion of this task results in either:

C. Possible enforcement investigation if the operation is not conducted according to the approved plan or is in any other manner unsatisfactory. Use the approved plan as information for a subsequent enforcement investigation.

D. Review of any subsequent congested area operations.

I, [*name*], the [*title of individual and name of town*] grant permission to [*name of operator*] to fly over the town of [*name of town*] for the purpose of dispensing economic poisons from an agricultural aircraft on [*date of operation*].

[*official's signature*]

(To Federal Aviation Administration)

[*name and address of district office*]

[*Name of operator*] will conduct the dispensing operation, described on the attached diagram, per FAR § 137.51. The aircraft used will be a [*make and model of aircraft and N-number*].

The dispensing operation will be conducted at no less than [*altitude*] feet above ground level. The airspeed will be [*speed in knots or mph*].

[*Chemical name*] will be dispensed at the rate of [*number of gallons*] per acre.

The operation will be conducted from [beginning date] to [*ending date*].

The public will be notified of the operation [*indicate methods of notification*] on [*date*].

Sincerely,

[*operator's signature*]

Dear [*operator*]:

The congested area plan for agricultural aircraft operations, which you submitted on [*date*], is approved with the following provisions:

[Examples of special provisions]

Plan is valid only for a specific date or dates and place.

Indicate the boundaries of the congested area involved.

Plan is valid until signed agreement with appropriate officials of the political subdivision expires.

Indicate the specific category and class of aircraft to be used.

Plan is limited to specific weather conditions, i.e., wind direction.

Specify an expiration date for this approval.

Sincerely,

[*principal operations inspector's signature*]

Dear [*operator*]:

This is to inform you that the congested area plan, which you submitted on [*date*], for agricultural aircraft operations over [*indicate congested area, city, or town*] is not approved.

The following items were unsatisfactory:

[*List the items and how they must be corrected.*]

If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [*telephone number*].

Sincerely,

[*principal operations inspector's signature*]

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1. PROGRAM TRACKING AND REPORTING SUBSYTEM (PTRS) ACTIVITY CODE: 1623

3. OBJECTIVE. The objective of this task is to ensure that an agricultural aircraft operator conducts a congested area operation according to an Federal Aviation Administration (FAA)-approved plan. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the operator's district office file.

5. GENERAL. Refer to section 1 of volume 2, chapter 120, Evaluate a FAR Part 137 Operator Congested Area Plan, for background information. Before observing any congested area operation, the inspector shall review the operator's approved congested area plan and Federal Aviation Regulations (FAR) § 137.51. This provides the inspector with insight as to what the operator intends to do and the emergency precautions that have been established. The operator must follow this plan without exception. The operator must also be able to provide the inspector with information that confirms or verifies that appropriate notification to the public has been given.

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aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit, air traffic control, and the operator's certificate-holding district office (CHDO), if the operation is taking place in a different jurisdiction.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- Operator's approved congested area plan

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Operator's approved congested area plan.
- Sample letters and figures.

5. PROCEDURES.

A. Plan Review. Review operator's approved congested area operation plan.

(1) Ensure that it has been FAA approved.

(a) Each page of the plan should be stamped, "FAA Approved."

(b) Each page of the plan should also be stamped with the date of approval and signed by the principal operations inspector.

(2) Coordinate with the inspector who approved the plan to discuss any special considerations, problem areas, operator history, etc.

B. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

C. Additional Coordination. Coordinate as necessary with the airworthiness unit, the operator, or any local officials.

(1) If appropriate, arrange for an airworthiness inspector to monitor the operation also.

operator or local authorities to meet some time before the operation begins to review the sequence of events.

D. Document Review.

(1) Inspect pilot and medical certificates of pilots involved in the operation.

(a) Pilots must have at least a commercial certificate.

(b) Pilots must have at least a second class medical.

(c) Pilots must have 25 hours pilot-in-command (PIC) in make and model, with 10 hours in the last 12 months.

(d) Pilots must have 100 hours PIC in agricultural aircraft operations.

(2) Inspect the airworthiness certificate and aircraft registration, if available.

(3) Determine that the certificate facsimile is on board the aircraft.

(4) Determine that flight crewmembers and ground personnel understand their duties and responsibilities, as indicated in the approved plan.

E. Safety Considerations. Before the operation begins, review with the operator the approved plan's safety considerations, including measures for terminating the operation in the event of an emergency or at the inspector's discretion. The means for terminating the operation should have been established in the approved plan.

F. Observe the Actual Operation. Use the approved congested area plan as a job aid to determine that the operator is in compliance.

(1) If the operation is in compliance, write "Operation Satisfactory" on the approved congested area plan.

(2) If the operation is not in compliance, note the areas of noncompliance to use in debriefing the operator or in any contemplated enforcement investigation.

Place a copy of this letter in the operator's file. If safety was derogated, initiate enforcement action. (See volume 2, chapter 182, Conduct a Violation Investigation.)

I. Operation Satisfactory. If the operation was in compliance, return plan to the district office file on the operator.

J. PTRS. Make the appropriate PTRS entry.

satisfactory congested area operation.

B. An indication in the district office file of an unsatisfactory congested area operation.

9. FUTURE ACTIVITIES.

A. Note any safety considerations which may be necessary in future congested area plan approvals at this location or for this operator.

B. Possible enforcement action if the operator did not comply with the approved congested area plan.

[*operator's name and address*]

Dear [*operator*]:

This letter is to inform you of certain areas of operation observed on [*date*] at [*location*] that were not in compliance with the approved congested area plan required by Federal Aviation Regulations Part 137.

During application operations, a wind shift occurred that caused turbulence and eddies near buildings that interrupted the equal coverage of the agent being dispensed. This wind shift may have caused unwarranted drifting of spray onto adjacent [*wildlife*], [*crops*], [*water, etc.*].

It is recommended that in future congested area operations, a means of warning of wind shifts be considered, such as smoke pots, radio communication with surface observers or closer attention to indications such as leaf movement on nearby trees and wave activity on nearby ponds.

No enforcement action is contemplated, and I hope this information is helpful.

Sincerely,

[*principal operations inspector's signature*]

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1635

3. OBJECTIVE. The objective of this task is to determine that agricultural aircraft operations conducted at a satellite site conform to the Federal Aviation Regulations (FAR) and the operator's certificate. Successful completion of this task results in an indication of satisfactory or unsatisfactory in the operator's district office file.

5. GENERAL.

A. Definition. A satellite site is any job site other than the main base of operations; for example, a dirt strip, a field, or a seldom used job site.

B. Need for Satellite Site Inspection. The need to inspect an operator's satellite site may be as a result of programmed surveillance. The inspection may also in response to a complaint about an operator. (See chapter 182, Conduct a Complaint Investigation.)

7. INSPECTOR SAFETY CONSIDERATIONS. The nature of agricultural chemicals is necessarily toxic. (See chapter 115, Introduction to FAR Part 137 Related Tasks.) Inspectors must take every precaution to ensure that they are not contaminated by exposure or spillage.

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aviation safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Satellite Site Inspection Job Aid (figure 122-2)
- Agricultural Pilot Inspection Job Aid (figure 122-3)
- Agricultural Aircraft Inspection Job Aid (figure 122-4)
- Sample letters and figures

5. PROCEDURES.

A. Schedule Inspection. Coordinating with airworthiness, schedule a date and time for the inspection. Decide whether this inspection will be done with or without notice to the operator.

(1) If the inspection is to be conducted with notice to the operator, notify the operator by telephone or in writing.

(a) If the operator is notified by telephone, record the results on FAA Form 1360-33 and place it in the operator's file.

(b) If the operator is notified in writing or the telephone call is confirmed in writing, use figure 122-1.

(c) Review the district office file on the operator.

reports. Note any areas which require special scrutiny.

C. Program Tracking and Reporting Subsystem (PTRS). Enter the appropriate PTRS code to open the task.

D. Job Aids. Use the Satellite Site Inspection Job Aid (figure 122-2), the Agricultural Pilot Inspection Job Aid (figure 122-3), and the Agricultural Aircraft Inspection Job Aid (figure 122-4) during the inspection.

E. Regulatory Considerations. Observe operations at the satellite site for compliance with the appropriate sections of FAR Part 137, Subpart B, Subpart C, and Subpart D.

F. Inspection Satisfactory. If the inspection is satisfactory, note the outcome on the job aid.

G. Inspection Unsatisfactory.

(1) If the inspection is unsatisfactory, note the unsatisfactory items on the job aid. Confirm them with the operator in writing (figure 122-5).

(2) Initiate an enforcement investigation as appropriate.

H. Debrief Operator.

(1) Compliment the operator on all satisfactory items or areas where compliance standards were exceeded (e.g., company policy requires use of crash helmets).

(2) Discuss any unsatisfactory items and how to improve them.

(3) Discuss any unsatisfactory items which may require an Enforcement Investigative Report and the normal enforcement action process, if applicable.

I. Inspection Reports. Place the job aid, any reports, and correspondence in the district office file on the operator.

J. PTRS. Make the appropriate PTRS work entries for:

(1) Surveillance/inspection

(2) Any open items

7. TASK OUTCOMES. Completion of this task results in either:

B. Follow-up on open items.

C. Possible enforcement investigation if the inspection reveal a violation of the FAR or the conditions of the operating certificate.

This letter is to confirm our telephone conversation on [*date*] to the effect that an inspection of your operations will be conducted at [*location*] on [*date of proposed inspection*]. Enclosed is a copy of the inspection aid that will be used to assist in determining whether this operation is in compliance with Federal Aviation Regulations Part 137.

Should you have any questions concerning this inspection or will not be available on the above date, please notify this office [*telephone number*].

Sincerely,

[*principal operations inspector's signature*]

LOCATION OF INSPECTION	INSPECTORS

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
1. Private operator meets appropriate requirements.	§ 137.19(b)(d)(e)			
2. Commercial operator meets appropriate requirements.	§ 137.19(c)(d)(e)			
3. Operator has copies of FAR Parts 91 and 137 (recommended)	not required			
4. Location of nearest poison control center known (recommended)	not required			
5. Aircraft inspection	§ 137.53(c) or § 91.217			
6. Restricted aircraft operating limitations	§ 91.39(b)(c)			
7. Weight placard on hopper	not required			
8. Airman certificates and pilot qualifications	§§ 137.19, 137.41			
9. Aircraft equipped for dispensing	§ 137.19(d) § 137.31(a)			
10. Shoulder harness	§ 137.31(b) § 137.42			
11. Facsimile of certificate on board each aircraft used	§ 137.33(a)			
12. Airworthiness and registration certificates inspected	§ 137.33			
13. Private operator complies with limitations	§ 137.35			
14. All personnel aware of duties and responsibilities	§ 137.41(a)			
15. Supervisors meet knowledge and skill requirements	§ 137.19(e)			
16. Pilot-in-command appropriately certificated for operation	§ 137.41(c)			
17. Pilots have competency letters or logbook endorsements	§ 137.19			
18. Operating name same as business name	§ 137.55			
19. Pilots meet knowledge and skill requirements	§ 137.19(e)			
20. Operator's address same as on file	not required			

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
21. Date of baseline cholinesterase tests: a. Pilots b. Other personnel				
22. Other items				

REMARKS:

For pilot certificate grade (GR), use P - Private, C - Commercial, A - Airline Transport Pilot

N-_____ MAKE_____ MODEL_____ SERIAL NO._____

TOTAL TIME_____ ENGINE MODEL_____ PROP MODEL_____

ITEMS INSPECTED	FAR REF	SAT	UNSAT	N/A
1. Annual Inspection Date _____ Time _____	§ 137.53(c) or § 91.217			
2. 100-hour Inspection Date _____ Time _____	Optional			
3. Airworthiness certificate	§ 137.33(b)			
4. Aircraft registration	§ 133.33(b)			
5. Certificate facsimile in aircraft	§ 137.33(a)			
6. Placards, hopper maximum weight	CAM 8.10-4 (b)(1)(i)			
7. Placards, restricted category aircraft	not required			
8. Shoulder harness	§ 137.31(b)			
9. Compliance with airworthiness directives	Parts 43, 91			
10. Airspeed indicator	CAM 8, App. B, § 8.5			
11. Carburetor air heat	CAM 8, App. A, § 8.5(c)			
12. FAA Form 337 for all major repairs, alterations, and supplemental type certificates (STC)	Part 43, App. B			
13. Other:				

Dear [*operator*]:

This letter is to confirm those items that were unsatisfactory at the satellite site inspection conducted at [*location*] on [*date*] and the present status of those items.

The inspector should list each item and indicate:

(a) whether sufficient corrective action has been taken by the operator.

(b) if no corrective action is taken by the operator that enforcement action may be initiated.

(c) if a follow-up inspection is required to determine if corrective action has been completed, when that inspection will take place.

Sincerely,

[*principal operations inspector's signature*]

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1240

3. OBJECTIVE. The objective of this task is to determine whether an applicant for a Federal Aviation Regulations (FAR) Part 141 air agency certificate meets the rules concerning the operation of a provisional pilot school or a pilot school. Successful completion of this task results in either the issuance, renewal, or denial of an air agency certificate. These procedures are followed for the issuance of a provisional pilot school certificate, for added ratings (amendments), and for certificate renewal.

5. GENERAL. Before beginning any certification process, inspectors should review volume 1, chapter 3, The General Process for Approval or Acceptance, and chapter 4, Certificating Organizations. Definitions of the terms used in this chapter are contained in chapter 140 of this handbook.

7. PREAPPLICATION PHASE. For an initial certification, the following items should be discussed with an applicant during an initial inquiry about a FAR Part 141 certificate. These items may also be reviewed during renewal or during amendment, as necessary.

A. Pilot School Ratings. The ratings that follow can be issued with each provisional pilot school or pilot school certificate. The ratings specify the courses that a school is authorized to conduct. (FAR § 141.11)

(1) The certification courses consist of the following:

(a) Private Pilot, Commercial Pilot Ratings: The approval of one or more courses of training, other than a test course, that results in the original issuance of a private pilot or commercial pilot certificate, entitles the school to have a private pilot and/or commercial pilot rating, as appropriate, placed on its school certificate.

(b) The approval of one or all of the following certification courses entitles the school to a private pilot rating on the school certificate.

(i) Private pilot, airplane.

(ii) Private pilot, rotorcraft.

(iii) Private pilot, glider.

(iv) Private pilot, lighter-than-air free balloon.

(2) The approval of one or more pilot test courses that result in the original issuance of a private and/or commercial pilot certificate entitles the school to have a private and/or commercial test course rating placed on the school certificate. Test courses are not authorized for courses resulting in other than the original issuance of pilot certificates. Some examples of test courses are:

(a) Private Test Course, airplane single-engine land (Appendix B of FAR Part 141).

(b) Private Test Course, rotorcraft - helicopter.

(c) Commercial Test Course, glider.

(3) The approval of one or more courses of training resulting in the original issuance of an instrument rating entitles a school to have an instrument rating placed on the pilot school's certificate. Courses of training are approved for the following original issuance of instrument ratings:

(a) Instrument - airplane.

(b) Instrument - helicopter.

(4) The approval of one or more courses of training designed to place an additional category, class, or type rating on an existing school certificate (Appendix F, paragraph F of FAR Part 141) entitles the school to have an additional aircraft rating placed on its certificate. Some examples of additional aircraft ratings are as follows:

(a) The addition of a rotorcraft category rating and a helicopter class rating to an existing airplane category rating pilot certificate.

courses other than those provided for under Appendix G may be approved under FAR § 141.57, Special Curricula, (for example an aerobatic course, a specific use aircraft course or an agricultural pilot course).

(6) The approval of one or more courses of training resulting in the original issuance of a flight instructor certificate entitles the school to have a flight instructor certification course placed on its school certificate. Some examples of flight instructor courses are:

(a) Flight Instructor, airplane single-engine (original issuance flight instructor certificate).

(b) Flight Instructor, rotorcraft helicopter (original issuance flight instructor certificate).

(c) Flight Instructor, glider (original issuance flight instructor certificate).

(7) The approval of one or more courses of training resulting in the issuance of an additional category and/or class or instrument rating to an existing flight instructor certificate entitles the school to have an additional flight instructor rating placed on its school certificate. Some examples of additional flight instructor courses are:

(a) Flight Instructor, airplane multiengine (additional rating).

(b) Flight Instructor, airplane single-engine (additional rating).

(c) Flight Instructor, instrument helicopter (additional rating).

(8) The approval of one or more courses of training resulting in the issuance of an additional instrument rating to a pilot certificate entitles a school to have an additional instrument rating placed on its pilot school certificate.

(9) The approval of one or more courses of training resulting in the issuance of an airline transport pilot certificate entitles the school to have an airline transport pilot test course placed on the pilot school certificate.

to have a rotorcraft external-load operations course placed on the school certificate.

B. Denied Ratings. An applicant may reapply at any time for a Air Agency Certificate or rating in the same manner as prescribed for initial application. At the inspector's discretion, reinspection of previously approved areas may not be necessary. However if more than 120 days have elapsed a complete inspection should be accomplished before issuance of the certificate.

C. Certification Team Assignment. As described in the procedures in volume 1, chapter 4 of this handbook, the Flight Standards District Office (FSDO) manager assigns the applicant a certification team. The manager also designates one member of the team as the certification project manager (CPM).

9. FORMAL APPLICATION PHASE.

A. The Formal Application Meeting. If the certification team decides to have a formal application meeting, all members of the team should be present.

B. Meeting Topics. The meeting should include, but not be limited to, the following:

(1) A review of the application.

(2) A review of the schedule of events, if applicable.

(3) A review of training course outlines (TCO) and curricula.

(4) A review of personnel, aircraft, and facility requirements.

C. Application Denial. Denial of an application must be substantiated with documentation of the reasons for denial.

11. DOCUMENT COMPLIANCE PHASE.

A. Training Course Outlines. TCO's must be submitted in duplicate. However, during initial approval of the TCO, the inspector may request only one copy for review. Once the TCO has met all the requirements, the applicant submits the required two copies.

scope and depth to that achieved by the curricula prescribed in the Appendices of FAR Part 141.

(1) An original and one copy of a proposed special curriculum must be submitted along with a cover letter requesting FAA approval at least 60 days before the training is scheduled to begin. Approval or denial should be accomplished within 30 days, allowing the school sufficient time to develop a TCO based on the special curriculum.

(2) When a special curriculum is approved, each page of the original and office copies should be dated and signed by the principal operations inspector (POI). The original copy of the special curriculum should be returned to the school.

(3) When a special curriculum is disapproved, the original and copy submitted to the FAA should be returned to the applicant along with a letter clearly explaining why the materials were disapproved (figure 141-1). A copy of the letter is retained in the school's file at the FSDO. If major changes to a special curriculum or TCO are necessary, the letter to the school should clearly state that additional time will be needed for review when resubmitted.

D. Appendices of FAR Part 141.

(1) Appendix D of FAR Part 141 prescribes the requirements for a commercial pilot certification course leading to an airplane category rating. This commercial pilot certification course curriculum consists of ground training for a private pilot course (refer to Appendix D, paragraph 2(a)), the ground training for an instrument rating (refer to paragraph 2(b)), and the ground training prescribed for a commercial pilot course (refer to paragraph 2(c)). In addition, Appendix D consists of flight instruction for a private pilot course (refer to paragraph 3(b)(1)), the flight instruction for an instrument rating course (refer to paragraph 3(b)(2)), as well as other flight instruction prescribed for obtaining a commercial pilot certificate. Upon successful completion of the commercial pilot certification course, the student is entitled to apply for a commercial pilot certificate under provisions of FAR § 61.71(a). The graduation certificate issued the student is proof of this entitlement.

test for the commercial certificate or meeting the experience requirements of FAR § 61.65(e). The student may elect to take both commercial flight and instrument flight tests on the same day and may be issued a commercial pilot certificate with an instrument rating after successful completion of both tests. In any case, the airman may then have cross-country and night flying limitations removed from the commercial pilot certificate after successful completion of the instrument rating flight test.

(b) Appendix D, paragraph 3(a) of FAR Part 141 states that the course must consist of at least 190 hours of the flight training and instruction prescribed in subparagraphs 3(b)(1) through 3(b)(4) of Appendix D. Appendix D, paragraph 3(c) of FAR Part 141 states that 100 of these hours must be solo practice. Flight time as pilot-in-command (PIC) of an airplane carrying only those persons the school assigns to specific flightcrew duties on the flight may be credited for not more than 50 hours of the requirement. It is intended that the PIC time be used to allow other students the privilege of observing during training flights. It is not intended that persons accompany the student for any other purpose. The school may assign a qualified pilot to the flight for insurance purposes to accompany a student who is acquiring PIC time in the complex airplane required by Appendix D, paragraph 3(c).

(2) A training syllabus submitted for approval for aircraft rating courses listed in Appendix F, paragraph F of FAR Part 141 will meet the scope of Appendix A through D if it includes the appropriate stage and final tests (knowledge and practical) and provides ground and flight training covering the knowledge and skill items required by FAR Part 61. (See section 2 of this chapter.) Should an applicant request approval of a course for which FAR Part 61 does not establish minimum training/flight time prerequisites, the reviewing official should ensure the course contains features that can be expected to achieve a level of pilot competency equivalent to that achieved by a similar curriculum contained in the appendices of FAR Part 141 or as outlined in FAR Part 61, whichever is appropriate. For example, there

15. DEMONSTRATION AND INSPECTION PHASE.

A. Facilities and Training Aids. A pilot school is required to have certain facilities in order to obtain and maintain an air agency certificate. Included in these facilities are the business office and main base of operations, pilot briefing areas, ground training facilities, use of airports, and satellite bases.

(1) Continuous use of facilities may be shown by the applicant having ownership of the required facilities or by having a written agreement with the facility owners. A written agreement must state that the applicant has the required continuous use of the necessary facilities for at least 6 months from the date of the application for the initial certification or renewal of a school certificate.

(2) Each pilot school or provisional pilot school is required to maintain a principal business office with a mailing address the same as that on the school certificate. The purpose of a principal business office is to provide a specific location for the required school files and records, and a location where the operation of school business may be conducted. This requirement should not be construed to mean that all school functions, such as scheduling flights, training functions, etc., must be conducted at the principal business office.

(a) While FAR Part 141 does not require that a business office be a room with four walls and a door, the regulation does prohibit the sharing of a single business office by more than one pilot school. Therefore, the business office should be conspicuously isolated by walls or partitions to ensure separation from another pilot school's activity.

(b) The business office should be situated so the required school files and student training records are kept up-to-date and available to students and instructors alike. This serves the purpose of providing on-the-spot information regarding training progress and other business interests.

(c) If the pilot school should choose to change the location of its business office or base of operations, the school is required to notify the jurisdic-

(3) A school is required to have continuous use of a pilot briefing area at each airport where training flights originate. This does not include airports used as destinations for cross-country flight training. The briefing area must meet the requirements of FAR § 141.43. Other pilots, not participating in the school's training programs, can use the briefing facilities provided that orderly school functions are maintained. However, no other pilot school may use the area during the period it is to be used by the applicant. Briefing areas are subject to FSDO approval under the provisions of FAR § 141.55(a)(4).

(a) To meet the requirements of FAR § 141.43, the equipment should include a chalkboard and tables of adequate size to lay out aeronautical charts.

(b) If a school offers instrument or commercial pilot courses, it needs to have access to a Flight Service Station (FSS). A telephone in the briefing room is acceptable.

(c) The area should be located near enough to the airport where training flights originate to preclude a disruption of schedules because of excessive travel time and a lack of communications between the flight line, business office, and briefing area.

(4) The FAA recognizes that pilot training methods differ from other kinds of training. Pilot schools enroll students with widely varying backgrounds, goals, and varying degrees of motivations and aviation experience. For this reason, it is understandable that it is not always possible to schedule large classes for ground training at one time. Individual instruction is often necessary for maximum benefit to a particular student. Therefore, it is anticipated that FAA-approved schools will use classrooms, small isolated rooms, training booths, or other areas with an instructor or a training aid, as appropriate. Each ground training area is required to be heated, lighted, and ventilated to meet the applicable building code requirements for the area concerned. All ground instructional facilities are subject to approval by the jurisdictional FSDO under FAR § 141.55(a).

(b) Identified in each course outline, training aids should be easily understood, readily visible, and compatible with the learning outcomes expected in the completion standards for the lesson. They must be accurate and appropriate to the course. The effectiveness of aids is judged by their organization, sequencing, pattern of logic, and their overall effectiveness when used in support of obtaining the objectives and standards prescribed by the training syllabus.

(c) Recent years have seen an abundance of excellent new material and techniques in training aids. The aids present many advantages for the school. Each school must keep in mind the teaching goals to be achieved, including the continuous monitoring of student progress necessary to develop effectively the knowledge of each student according to the training syllabus. Aids do not replace the instructor. It is not expected that students be sent off alone to learn from a training aid.

(d) Notwithstanding the complexity or design of a training aid, the chief instructor or an authorized, qualified representative must determine through personal review or testing that the standards for each lesson have been attained through use of the training aid. The purpose of this personal review or testing is to ensure that students meet the completion standards and understand missed questions, if a knowledge test is given. Only through such evaluation can the instructor make a sound determination that the student should progress to the next lesson or that the student requires review of subjects or procedures previously covered. All this, of course, helps in determining the effectiveness of the training aid.

(6) An applicant for a pilot school or provisional pilot school certificate must show that it has the continuous use of each airport where training flights originate (airports where flights are dispatched or initiated). Airports used by the applicant must meet the requirements of FAR § 141.37. These requirements include:

(a) Each airport must have a wind indicator that is visible from the ends of each runway at ground pots or deployed portable electric runway lighting systems do not meet the requirements of FAR § 141.37(e).

(c) A wind "T," tetrahedron, or similar device, is a "landing direction indicator" that is manually set and not a "wind direction indicator" that moves with the wind (FAR § 141.37(c)).

(d) When required, the traffic direction indicator (refer to FAR § 141.37(d)) must show the direction of traffic patterns for all runways regardless of landing or takeoff direction.

NOTE: When referring to pilot schools approved for lighter-than-air free balloon, the term "airport" should be taken to mean launch site. An important training element in free balloon training is proper site selection. Prior to the launch of a free balloon, the site must be approved by an instructor authorized by the school. The specific equipment requirements of FAR § 141.37, i.e., runway lights, traffic direction indicators, and wind direction indicators are inappropriate for lighter-than-air, free balloon operations. Wind direction may be determined by means of a pilot balloon "PI ball." The area downwind from the launch site should be free of obstructions for 100 feet for each knot of wind; e.g., 4 knots of wind requires a 400 foot area free of obstruction downwind. Landing site selection will be determined by the PIC.

B. Satellite Bases. A school may conduct ground or flight training in an approved course of training at one or more satellite bases. An Assistant Chief Flight Instructor must be designated for each satellite base, and the airport, facilities, and personnel used at the satellite base must meet the requirements of FAR Part 141, including approval of the satellite base and its facilities in the approved TCO's for courses given at those bases.

(1) If a valid reason exists, training may be conducted for periods up to 7 days at a satellite base without approval of the jurisdictional FSDO. For example, runways may be closed at the main operations base for maintenance, or other activities may

unapproved base will not derogate safety or the quality of training, temporary operations at that base may be authorized for a period of time not to exceed 30 days.

(3) If operations at the unapproved satellite base will exceed a period of 30 days, the school should apply to the jurisdictional FSDO for the approval of a satellite base on FAA Form 8420-8. Along with the application, two copies of the appropriate amendments for each approved training course to be given at the satellite base must be submitted.

(4) Each satellite base that approval is requested for is inspected to ensure that each meets the requirements of FAR Part 141 and that training as described in each approved course of training can be effectively accomplished. See volume 2, chapter 144 of this handbook.

(5) If a satellite base is located in an area under the jurisdiction of another FSDO within the same region, the FSDO's involved shall coordinate directly with each other.

(6) If the applicant intends to conduct training at a satellite base located in another FAA region, the FSDO where the applicant's principal business office and main operating base is located is responsible for inspection and approval of the satellite base.

(a) The jurisdictional FSDO should request assistance through the regional office to make arrangements through the region where the satellite base will be located in certificating and providing surveillance of operations at the satellite base. In some FSDO's the geographic unit may be responsible for surveillance and inspection.

(b) If a region determines that it cannot provide such assistance because of inspector workload or other reasons, the region should make arrangements to allow the certificate holding district office (CHDO) to cross regional boundaries and conduct the necessary inspections and surveillance.

(c) When another region agrees to provide assistance in inspecting and surveying a satellite base, a copy of the school certificate and a list of approved courses, including a copy of each inspection report ments to each course of training to be given at the satellite base are approved individually as appropriate.

(8) When an application is disapproved, the applicant should be notified in writing (figure 141-3). This notification should include all reasons why the application was disapproved.

(9) When an operator plans to conduct training at a location other than the main base of operations for more than 7 consecutive days, the CHDO must notify the FSDO having jurisdiction over the area where training will be given. The new training location is not considered a separate school operating under the main base operating certificate number designation; a separate operating certificate is not issued. CHDO's should coordinate efforts to ensure that standardized certification of applicants within their FSDO area occurs and that the necessary work program functions are accomplished.

C. Aircraft and Ground Trainers. As specified in FAR § 141.39, each aircraft used by a school for pilot training is required to be a civil aircraft of U.S. registry. Training aircraft must be certificated in the standard airworthiness category except that aircraft used for a course of training in agricultural aircraft operations, external-load operations, and similar aerial work operations; e.g., banner towing, sky writing, etc., may be certificated in the restricted category. When a ground trainer is used in an approved training course, the full extent of that use should be clearly stated in the training syllabus and the learning outcomes should be well defined. This is necessary to provide the instructor with proper guidance, and give the FAA a baseline from which to judge the adequacy of the trainer to be used. No other special airworthiness certificate is acceptable.

(1) Each aircraft used by a school for flight training must be inspected and maintained in accordance with FAR § 91.409(b) (which applies to aircraft used to give flight instruction for hire), 91.409(c)(2), or 91.409(d) or (e).

(a) This requires aircraft used in an approved course of training to have 100-hour and annual inspec-

approved course, that aircraft must meet the requirements of the training aircraft described in the appropriate TCO. In addition, that aircraft must meet the same inspection requirements as aircraft operated by the approved school.

(3) Aircraft used for instrument training should be equipped as follows to meet the requirements of FAR Part 141:

(a) If the approved training syllabus requires flights under instrument flight rules (IFR), the aircraft used must be one in which instrument flight is authorized by its operating limitations and by its equipment.

(b) If the approved training syllabus requires only simulated IFR operations, the aircraft must be equipped and maintained for IFR operations. However, IFR operations need not be authorized by its operating limitations.

(c) An aircraft not completely equipped for IFR operations may be used for instruction in the control and maneuvering of an aircraft by reference to instruments if it is approved in the TCO. For example, an airplane need only be equipped with appropriate flight instruments needed for the basic instrument portion of a course.

(4) The commercial pilot certification course (airplane) and the commercial pilot test course (airplane), set forth in Appendices D and E of FAR Part 141, require flight instruction in an airplane with retractable gear, flaps, a controllable propeller, and powered by at least a 180 horsepower engine.

(a) Single or multiengine airplanes may be used to fulfill this requirement. Use of an appropriately equipped multiengine airplane to meet the complex airplane requirements for a commercial single-engine airplane certificate does not necessarily result in the issuance of a multiengine rating.

(b) If a school applies for a commercial pilot certification or test course (airplanes) with a seaplane-class rating (using seaplanes for the entire course), a special curriculum should be submitted under FAR § 141.57 that includes the general requirements of Appendix D, Commercial Pilot Certification Course.

"pretakeoff" and "prelanding" in FAR § 141.75(a) are broad and allow less complicated aircraft to be equipped with relatively simple checklists. However, as explained in the preamble to FAR Part 141, it is expected (because of good operating practices) that schools shall expand checklists for aircraft that are more complex.

(6) Under FAR § 141.75, when a pilot's operating handbook or aircraft flight manual is provided by the manufacturer, it must be carried aboard the aircraft. (A school may elect to issue copies of aircraft checklists and handbooks to students.) The primary purpose of carrying the handbook aboard the aircraft is to provide the pilot with information such as performance data, servicing instructions, and weight and balance information. Some handbooks contain checklists which may be useful in developing a standard checklist. They should be available to the pilot during emergency procedures training or an actual emergency, particularly when there is only one pilot aboard the aircraft.

(7) The full extent a ground trainer is used in an approved training course should be clearly stated in the training syllabus. The objectives to be achieved in using the trainer should be well defined.

(a) FAR § 141.41(a) prescribes the requirements that may be used to obtain the maximum flight training credit allowed for ground trainers in an approved pilot training course.

(b) FAR § 141.41(b) provides for the use of training aids that do not meet the more complex requirements of FAR § 141.41(a). A large number of training aids currently being used by pilot schools do not meet all of the requirements proposed in FAR § 141.41(a). In recognition of the fact that these trainers can be used to provide effective instruction in certain operations, provisions for their use have been made. Once again, however, it is imperative that the training syllabus clearly defines their use.

(c) Because of limitations, full credit against flight time is not allowed for instruction in ground trainers not meeting all of the requirements proposed in FAR § 141.41(a). The provisions in Appendices

clearly stated objectives in the training syllabus that are applicable to the skills expected to be learned in a complex airplane. Approval of the TCO must be based on the ability of the ground trainer to provide effective training for a complex airplane.

(e) Guidance from the National Simulator Team in Atlanta, GA, (404) 763-7773, may be needed to approve a school's simulators.

D. Flight Instructor Responsibilities. FAR Part 141 requires all flight instructors employed by a school to be qualified to teach each course of training they are assigned. Certain knowledge and proficiency tests, to be accomplished before being assigned to an approved course of training, are also prescribed.

(1) The instructor must satisfactorily accomplish a flight check for each course of training taught.

(a) This flight check is given to the instructor by the designated chief flight instructor.

(b) The instructor must accomplish a flight check every 12 months thereafter for each course of training the instructor participates in.

(c) A record of these flight checks must be maintained by the pilot school in order to show compliance with FAR § 141.79(d).

(2) The instructor must satisfactorily accomplish a one-time practical test in each type of aircraft (e.g., Cessna 150, Cessna 172) before giving any flight instruction in the particular aircraft.

(3) The chief instructor of a course or the assistant instructor must brief all instructors teaching that course on the objectives and standards of the course.

(a) A record verifying this briefing must be maintained by the pilot school in order to show compliance with FAR § 141.79(e) and FAR § 141.81(c).

(b) At any time, an inspector may ask an instructor to explain the objectives and standards of an approved course.

(4) The instructor must maintain records of instructor briefings and instructor practical tests in § 141.79(b))

(a) If the student is delayed en route because of unexpected weather or mechanical problems, or because the student intended to remain overnight, the school should arrange for another instructor based at the point of delay to dispatch the flight, or have a school instructor dispatch the flight by telephone.

(b) Cross-country flights should be made to specific airports that the school determines are suitable. The operator may wish to provide students with a list of these suitable airports or include the list in the appropriate TCO.

E. Other School Personnel. FAR § 141.33 states that an applicant for a pilot school or provisional pilot school certificate must show that there are adequate personnel and authorized instructors, including a chief instructor, for each course of training. All instructors (flight or ground) must be qualified and competent to perform the duties they have been assigned.

(1) In addition, each dispatcher, aircraft handler, line crewman, and serviceman to be used must have been instructed in the procedures and responsibilities of employment. The inspector should recommend that the pilot school keep a record of this instruction in the employee's personnel file.

(2) A pilot school may elect to use verbal instructions, manuals, or any other means to ensure that dispatchers, aircraft handlers, line crewmen, and servicemen are knowledgeable and capable of performing their assigned duties. A school needs to provide only the employees necessary to conduct training adequately.

15. CERTIFICATION PHASE.

A. Ratings. FAA Form 8000-4, Air Agency Certificate, must list the various ratings a school qualifies for under FAR § 141.11. These ratings do not specifically address each approved course of training that a school may be authorized to give. Under the broad listing of ratings in FAR § 141.11, a school could be authorized to conduct nearly a hundred different courses.

the original is returned to the jurisdictional FSDO. The list remains in effect until it is amended or the school certificate is expired, surrendered, suspended, or revoked.

17. SCHOOL ENROLLMENT AND GRADUATION.

A. Enrollment. When a certificate holder enrolls or re-enrolls a student in an approved course of training, FAR § 141.93 requires the student be furnished the following information and materials:

(1) A certificate of enrollment containing the name of the course the student is enrolled in and the date of enrollment.

(2) A copy of the training syllabus required under FAR § 141.55(b).

(3) A copy of the safety procedures and practices developed by the school such as procedures for the use of training aids, off-limit areas, handling of aircraft, parking instructions, and other safety instructions deemed necessary by the school. These safety procedures must include the following:

(a) The weather minimums required for dispatching dual and solo flights. For example, minimum ceiling visibility and wind velocities for local flights and specific weather minimums for cross-country flights.

(b) The procedures for starting and taxiing aircraft on the ramp.

(c) The precautions and procedures for aircraft fire.

(d) The redispatch procedures after unplanned landings on and off airports. This should include emergency security of the aircraft and a list of telephone numbers of persons to contact.

(e) The procedures for listing aircraft discrepancies and how corrective action is taken, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person deter-mines its airworthiness.

(f) The securing of aircraft when not in use.

forced landings. Instructions should be clear on simulated emergency landings with respect to engine cooling down during prolonged glides, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings and other instructions deemed necessary by the school.

(k) The assigned practice areas, including descriptions and diagrams of the areas and special instructions with respect to how to operate in them, how to get to them, and minimum altitudes en route.

(l) Any instructions or guidance that the school believes necessary to provide the highest standards of safety and operational control expected of an FAA-approved school.

(4) The school is required by FAR Part 141 to forward a copy of each enrollment certificate to the jurisdictional FSDO within 5 days. These enrollment certificates must be mailed promptly since some approved training courses are of a very short duration and provide a minimum amount of time to con-duct surveillance of the training.

B. Credit for Previous Training. As specified in FAR § 141.77(b), when a student transfers from one FAA-approved school to another approved school, course credits obtained in the previous course of training may be credited in all or part by the receiving school. However, the receiving school may determine the amount of credits to be allowed by flight check or written test or both. Credit for ground school only instruction may be determined by an oral examination.

(1) A student may not be credited with more training by the receiving school than was credited at the school the student transferred from.

(2) A student who enrolls in a course of training may receive credit for 50 percent of the curriculum requirement for knowledge and experience gained in a non-certificated flight school.

(3) The amount of credit for previous training allowed, whether received from an FAA-approved school or other source, must be placed in the student's enrollment record at the time of enrollment.

(a) The name of the school that gave the training, including the school's certificate number, if applicable;

(b) The kind of training given (dual, solo, ground school, ground trainer, time, etc.);

(c) The course or courses taken;

(d) The result of each stage and final test given;

(e) A statement that the student was enrolled in that school's approved course of training before receiving the instruction and training that is certified.

C. Graduation Certificate - Cross-Country Statement. Appendix A, paragraph 4, of FAR Part 141 requires a student to meet certain cross-country experience requirements with specific minimum distances prescribed for certain flights. In consideration of schools located on islands where the required cross-country flights cannot be made safely, paragraph 4 excepts these schools consistent with the provisions of FAR § 61.111.

(1) This section contains certain provisions for limited certification of airmen trained in schools located on islands where cross-country flights cannot be accomplished without flying over water more than 10 nautical miles from the nearest shoreline. However, if other airports are available that permit civil operations, and to which flights may be made without flying over water for more than 10 nautical miles, the school must show that its students have completed two round-trip solo flights between the airports that are farthest apart. Since any limitation on cross-country training received by a graduate of a private pilot certification course is important for the purpose of certification under FAR § 61.111, it is necessary that the school indicate whether the graduating student meets the full cross-country requirements or those applicable to pilot schools on small islands.

(2) For the purpose of meeting this requirement, a graduation certificate should bear a statement that the student has met either the cross-country requirements of Appendix A, paragraph 4(b)(1) or Appendix A, paragraph 4(b)(2) or FAR Part 141, ered an acceptable record under FAR § 141.101.

(2) For each student the training record should include:

(a) the date of the student's enrollment;

(b) a chronology of the student's attendance, subjects, and flights;

(c) the names and grades of any tests taken; and

(d) the date of graduation, termination of training, or transfer.

(3) The record should also show the credit allowed for a student transferring from another school, if applicable.

(4) Whenever a student graduates, terminates training, or transfers, the record must be certified by the chief instructor.

(5) Pilot schools must retain each student's record for at least 1 year from the date the student graduates, terminates a course, or transfers to another school.

(6) On a student's request, a pilot school must make a copy of a student's record available to the student. The pilot school must also permit the FAA to view any or all student records upon request.

19. RENEWAL, AMENDMENT, CANCELLATION.

A. Renewal. A pilot school or provisional pilot school certificate, and any associated ratings or examining authority on that certificate, expires at the end of the 24th month after the month it was issued.

(1) Application for renewal of an Air Agency Certificate must be made at least 30 days before the certificate expires.

(a) Application is made by submitting two copies of FAA Form 8420-8, Application for Pilot School Certificate, completed as shown in figure 141-5.

conduct the same evaluation of qualifications and inspection of facilities as required for original certification. However, if the FSDO is very familiar with the school's operation or has recently inspected it, there may be no need for an extensive reinspection nor for re-examination of instructors. The FSDO always has the option of a full inspection.

(3) When all requirements are met, a new FAA Form 8000-4 is issued and is valid for an additional 24 calendar months. The original certificate number is reissued except that a provisional pilot school's number must have the type element changed from "V" to "S." (See volume 2, chapter 203 of this handbook.)

(a) If a pilot school (as defined in the FAR) does not meet the recency of training requirements of FAR § 141.5(b) at the time of renewal, the FSDO issues a new certificate for a provisional pilot school. The type element in the certificate number is changed from "S" to "V." A school with examining authority loses that examining authority when downgraded to a provisional school.

(b) If after another renewal period (24 calendar months), the school still does not meet the requirements of FAR § 141.5(b), the school must wait a period of 6 months before reapplying for certification as a provisional school. All training conducted during that 6 months must meet the requirements of FAR Part 61, including passing knowledge and practical tests for certificates or ratings.

(4) In the event any requirement for a specific rating or approved course of training is not met, the ratings for all requirements that are met may be renewed and a new certificate issued bearing only these ratings.

(a) If renewal of a rating is denied or a course of training does not meet the appropriate requirements, the applicant is notified in writing of the reasons for the denial of the rating.

(b) In addition, the school must be advised, in writing, to discontinue instructing any course of training in question until appropriate changes are made the appropriate courses.

B. Amendment. Application for amendment of an air agency certificate is made to the jurisdictional FSDO. Amendment can also be initiated by the FAA under Title 49 of the United States Code (49 USC) and FAR Part 13.

(1) Application for the approval of a course of training that results in the addition of a rating to an Air Agency Certificate is made by submitting two copies of FAA Form 8420-8 with "amendment" checked as shown in figure 141-7, along with two copies of the course of training and a cover letter requesting approval of the course.

(a) After review of the course, an inspection of the school's facilities and personnel should be made, as necessary, to ensure that training can be conducted in accordance with the proposed course, before it is approved.

(b) If the school inspection is satisfactory, a new Air Agency Certificate bearing the new ratings will be issued, along with an amended list of approved courses. The amended certificate should bear the original number, the original expiration date, and the reissue date.

(2) An application for the deletion of a rating from an Air Agency Certificate may be accepted in the form of a letter from the certificate holder.

(a) Such a letter must be signed by a person authorized to sign for the school such as the person who signed the original application or a person in a similar position in the school.

(b) No inspection is required for deletion of a rating.

(c) The FSDO issues a new certificate bearing the original number, the original expiration date, and a reissue date. The deleted rating is omitted from the certificate. The old certificate should be retained in the FSDO school file for 2 years.

(3) A change in the ownership of a pilot school does not terminate that certificate if the new owner applies for an appropriate amendment to the certificate

(5) When a certificated school changes its name only, and the name change involves no change in ownership, facilities, instructor personnel, or training courses, a new certificate is issued in the new name, bearing the same certificate number, ratings, and original expiration date. An inspection is not required under such circumstances.

(6) An application for an amendment to a previously approved special curriculum or TCO is made by submitting two copies of the curriculum or outline pages to be amended to the jurisdictional FSDO.

(a) Each proposed amendment should be accompanied by a cover letter explaining the basic changes, the intent, and requesting FAA approval.

(b) Approval or disapproval is accomplished in the same manner as the original approval or disapproval.

(c) If a certificate amendment requires an inspection of the aircraft to be used, all specialties should sign FAA Form 8420-8 under "recommendations of inspectors."

C. Cancellation. An air agency certificate can be cancelled by the school or by the CHDO as the may request cancellation of the certificate or any rating at any time. The request should be submitted in writing to the jurisdictional FSDO, accompanied by the Air Agency Certificate to be cancelled. The request must be signed by the person or persons authorized to sign for the certificate holder.

(a) If there is no violation action pending or contemplated against the school, the FSDO may accept the certificate for cancellation.

(b) If enforcement action is pending or contemplated, the applicant should be advised that acceptance for cancellation must await the decision of the regional counsel and that the school will be notified of the action taken. The school's request should then be forwarded to the regional counsel's office with a summary of the circumstances it was submitted under. Cancellation should be effective only after clearance is received from that office.

(3) In the event a request for the surrender of a rating or ratings on an Air Agency Certificate is accepted, a new certificate should be issued bearing the ratings that remain valid and the original expiration date.

safety inspector (ASI) (operations).

B. Coordination. This task may require coordination with the airworthiness unit; the Operational Systems Branch, AFS-620; the Operations Support Branch, AFS-630; and possibly the National Simulator Team.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 11, 61, 91, 97, and 141
- Advisory Circular (AC) 120-40, Airplane Simulator and Visual System Evaluation
- AC 141-1, Certification of Pilot Schools
- AC 141-2, Written Tests Prepared By Pilot Schools With Examining Authority

B. Forms.

- FAA Form 1360-33, Record of Visit, Conference, or Telephone Call
- FAA Form 8000-4, Air Agency Certificate (figure 141-13)
- FAA Form 8000-36, Program Tracking and Reporting Susbystem Data Sheet
- FAA Form 8420-8, Application for Pilot School Certificate (figures 141-2, 141-5, 141-7, and 141-10)

C. Job Aids.

- Sample letters and figures
- FAR Part 141 Certification Job Aid, (figure 141-16)
- FAR Part 141 Schedule of Events (figure 141-17)
- FAR Part 141 Certification Process Flow Chart (figure 141-19)

5. PREAPPLICATION PHASE PROCEDURES.

A. Initial Inquiry. Upon initial inquiry from an applicant, determine the following:

(4) the proposed curricula;

(5) the types of aircraft;

(6) the intended chief flight instructor and that instructor's experience level;

(7) the possible use of ground training devices (GTD);

(8) the possible use of commercially produced syllabi;

(9) if the operator intends to requests examining authority for renewing or amending only;

(10) if the operator intends to use contract training.

B. Applicant Resources. Ensure the applicant has current copies of FAR Parts 61, 91, and 141 and AC's 141-1 and 141-2. If there is any question, explain:

(1) the general applicability and definition of terms;

(2) the certification requirements;

(3) the operating rules of FAR Part 141;

(4) the required records and reports.

C. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

D. Letter of Intent. Request a letter of intent from the applicant. (See paragraph E following for content of letter of intent and figure 141-8 for a sample.)

E. FSDO Review of Letter of Intent. Within 30 working days of the FAA's receipt of a letter of intent, review it to determine that it provides sufficient information for the certification process to continue. The letter of intent should contain the following:

(1) a statement of intent to become an approved pilot school under FAR Part 141;

(2) the company legal name and any d/b/a's, principal operations base address, primary airport address, mailing address (if applicable), and telephone numbers;

(7) the intent to use simulators/training devices;

(8) the intent to use personal computers for knowledge testing (for examining authority only); and

(9) three, three-letter designators (in order of preference).

F. Application. Based on the review of the letter of intent, if the applicant appears to meet the basic eligibility requirements, give the applicant at least three copies of FAA Form 8420-8.

(1) Discuss how to complete these forms. Advise the applicant to review AC 141-1 and the FAR before completing and returning the application to the jurisdictional FSDO.

(2) Advise applicant to submit the original and copies with original signatures.

(3) Explain the certification process to the applicant, including the requirements for:

(a) the Preapplication Phase;

(b) the Formal Application Phase;

(c) the Document Compliance Phase;

(d) the Demonstration and Inspection Phase; and

(e) the Certification Phase.

G. Preapplication Meeting.

(1) Determine if a preapplication meeting is necessary based on the following considerations about the applicant:

(a) any previous FAR Part 141 operating experience;

(b) the size and scope of operation;

(c) the area of operation; and

(d) the applicant's apparent ability to comply with requirements.

(2) If a preapplication meeting is not necessary, schedule a date and time for a formal application meeting.

(d) the categories and classes of aircraft to be used in training courses;

(e) the number and types of training courses to be offered;

(f) the possible need for any waivers or exemptions;

(g) the qualifications and experience of instructors;

(h) the applicability of FAR Parts 61, 91, and 141;

(i) AC 141-1 and, if appropriate, AC 141-2; and

(j) any previous or pending enforcement actions against the applicant or proposed personnel.

H. Establish a FSDO Working File. This file will form the basis for the eventual operator file if certification is successful. Place any correspondence, documents, etc., in this file.

I. Other FSDO Actions. Follow office procedures to contact the Enforcement Information System (EIS) andAccident/Incident Data Subsystem (AIDS) to determine theapplicant's enforcement and accident history as well as that of the proposed chief flight instructors and any other proposed management personnel.

(1) If a certificate suspension or revocation is in effect, inform the applicant in writing (figure 141-9) that until the enforcement action is fulfilled, the applicant is ineligible for certification.

(2) Place the EIS/AIDS output in the file.

J. Terminating the Preapplication Phase. This ends the preapplication phase. The formal application phase begins with the receipt of the completed application form.

7. FORMAL APPLICATION PHASE PROCEDURES. Within 30 working days of receiving an application, the certification team should review it and determine whether it is of sufficientquality to proceed with certification.

the application is not complete or not accurate, notify the applicant in writing (figure 141-11) of changes needed before certification can continue. Return the application for any necessarycorrections.

C. Need for Formal Application Meeting. Determine if the optional formal application meeting is necessary.

(1) If a formal application meeting is not necessary, schedule the certification inspections. Review the procedures required during the demonstration and inspection phase with the applicant.

(2) If a formal application meeting is necessary, schedule a date and time.

D. Formal Application Meeting.

(1) Discuss the items that would have been covered in a preapplication meeting, if none was conducted.

(a) the application;

(b) the schedule of events, if applicable;

(c) the TCO's and syllabi;

(d) the personnel, aircraft, and facility requirements;

(e) the simulator/training device approval requirements;

(f) an inspection of facilities related to any contractual training agreements;

(g) the FAR § 141.23, Advertising Limitations.

(2) Discuss any discrepancies in the application and their corrective actions.

(3) Discuss the requirements that must be met during the demonstration and inspection phase.

E. Terminating the Formal Application Phase. This completes the formal application phase. The next phase is the document compliance phase.

9. DOCUMENT COMPLIANCE PHASE PROCEDURES. After accepting the application,

(a) the legal name and any appropriate d/b/a's of the proposed school, telephone number, address of the principal business office, location of the main operations base, and the location of any satellite bases.

(b) whether the application is for original issuance, approval of satellite base, or change of name or ownership. Appropriate boxes should be marked for issuance, renewal, or amendment of the certificate.

(c) an indication of the training courses that approval is sought for. Check the space provided on the reverse of the form for additional courses.

(d) the application is signed and dated in the last section by the applicant or authorized officer (original signatures on each application form).

(i) An application from a person acting as an individual should be signed by that person.

(ii) An application from a partnership should be signed by all partners.

(iii) An application from a corporation should be signed by an officer who is authorized by the corporation by-laws and certified by the corporate secretary.

(iv) An application from a company, club, or association should be signed by the president or other such officer or director as authorized by the organization's secretary.

(e) The next section is for FAA use only. Check that the applicant did not mark it.

(2) Check the qualifications of all proposed chief flight instructors and assistant chief flight instructors for each course that approval is sought for and the qualifications of all other instructors. See FAR §§ 41.35, and 141.85.

(a) If not already accomplished, following office procedures, contact EIS to determine the chief flight instructor's, assistant chief flight instructor's, and other instructors' enforcement, accident, and incident histories.

the objectives and standards of the commercially developed syllabi.

(b) Ensure that the school can actually give the training in the manner described in the syllabus.

(c) Ensure that the syllabus contains all required pilot operations for the related course.

(d) Ensure that the syllabus and related training aids are on a current revision schedule.

(5) Evaluate the special curricula.

(a) Determine that the minimum flight training time shown in a syllabus meets the same ratio of FAR Part 61 flight experience requirements as in Appendix A through D, appropriate to the rating sought.

(b) Determine the appropriate ground and flight training minimum times by selecting the appropriate FAR Part 141 appendix and determining the ratio of the appropriate appendix of FAR Part 61 to FAR Part 141.

(c) Determine whether minimum times are based on the same ratio of ground training to flight training as depicted in the appropriate Appendix A through D.

(d) Determine by examination that the objectives, content, and completion standards are not less than those contained in the appropriate practical test standards.

(6) Check the aircraft checklists, minimum equipment lists, safety practices and procedures, etc., when applicable. (See FAR §§ 141.75, 141.95, 91.30, and 91.33.)

(7) Check the graduation certificates required by FAR § 141.95 to ensure that they contain at least the information indicated in FAR § 141.95(b)(1) through (7).

(8) Ensure that the applicant can track enrollment information, i.e, that the student was enrolled in the school's approved course of training before receiving the instruction and training that is certified.

90 days of the time limit, send the entire application package back to the applicant with a cover letter stating that the certification process is terminated.

(3) Put appropriate work entry in PTRS.

C. Terminating the Document Compliance Phase. When all documents are satisfactory, conclude the document compliance phase and arrange scheduling for the demonstration and inspection phase.

11. DEMONSTRATION AND INSPECTION PROCEDURES. During the demonstration and inspection phase the team shall ensure the following steps are accomplished:

A. Conduct Chief Flight Instructor Practical Tests. Administer practical test to the chief flight instructors and any assistant chief flight instructors. (See volume 2, chapter 143 of this handbook.)

B. Record Keeping Requirements. Inspect the applicant's record keeping system for compliance with FAR §§ 141.67, 141.77, 141.85, 141.93, 141.95, and 141.101.

C. Inspect Aircraft. The aircraft conformity inspection is conducted by the airworthiness inspector. Operations inspectors may examine each aircraft for the requirements of FAR § 141.75(a).

D. Conduct a Base Inspection. See volume 2, chapter 144 of this handbook.

E. Inspect Satellite Bases. See volume 2, chapter 144 of this handbook, and FAR § 141.91.

F. Inspect Ground Trainers, Training Aids, and Other Equipment. See FAR §§ 141.41 and 141.45. If a simulator must be approved, contact the National Simulator Team, AFS-205.

G. Terminating the Demonstration and Inspection Phase. When all demonstrations and inspections are complete, the demonstration and inspection phase is concluded.

(1) If any demonstrations are unsatisfactory, advise the applicant immediately of corrective actions. If necessary, confirm the discrepancies in writing (figure 141-12). Reschedule the inspections accordingly.

pilot school or pilot school, effective date of the certificate, and expiration date of the certificate. If the task was a renewal or amendment to a certificate, indicate which. Make any necessary comments and sign the application. Have the FSDO manager sign and date the application.

(2) Ensure all items on the certification/inspection job aid are resolved. Initial the job aid and place in the FSDO file.

B. Prepare and Issue the Air Agency Certificate. Use FAA Form 8000-4 (figure 141-13).

(1) Enter the certificate holder's full legal name directly below the words "This certifies that . . ." Show other names (such as "doing business as") on the certificate. If necessary, list d/b/a's on a separate, attached letter (figure 141-14).

(2) Enter the address of the certificate holder's base of operations directly below the certificate holder's name. Use a post office box address only if the address reflects the physical location of the base of operations.

(3) Enter the certificate number, as obtained in volume 2, chapter 203 of this handbook, on the certificate.

(4) Enter the date all requirements for certification are met.

(5) Enter the four-character, alphanumeric designator and city and state of the jurisdictional FSDO into the "Issued at" space of the form (for example, EA18, Richmond, VA).

(6) Submit the certificate to the FSDO manager for signature.

(a) Use the full title of the person signing the certificate.

(b) Enter the acronym of the region, the FSDO acronym and number in the "region/office" space (for example, WP FSDO 04).

C. Prepare List of Approved Courses. Prepare a list of approved courses (figure 141-4) and issue with the air agency certificate.

(1) a copy of the letter of intent, if applicable;

(2) a certification job aid (figure 141-16);

(3) the application;

(4) the schedule of events (figure 141-17);

(5) a copy of the Air Agency Certificate issued; and

(6) a summary of any difficulty encountered during certification and its resolution.

F. Minimum Equipment List (MEL). Issue a letter of authorization to operate with an MEL, if applicable (see volume 2, chapter 58 of this handbook).

G. Vital Information Subsystem (VIS). Enter all appropriate information in the Vital Information Subsystem Air Agency Basic File. (See volume 2, chapter 205 of this handbook.)

H. FSDO File. The CPM shall ensure an official office file is established after certification is complete. The file shall contain at least the following:

(1) the material from any working file used up to this point, including the TCO and syllabi;

(2) the certification report and attachments;

(3) the EIS/AIDS profile on applicant and personnel, including a negative report, if applicable;

(4) the approved MEL's, if applicable;

(5) the surveillance reports; and

(6) all general correspondence relevant to the school or the FAA.

I. PTRS. Make final PTRS work entry for this task.

15. TASK OUTCOMES. Completion of the task results in either:

A. A certificate issued that authorizes operations under FAR Part 141.

B. A record on file consisting of the following:

A. Develop Postcertification Plan. When developing a postcertification plan, perform additional

Agency Certificate at the operator's request or the FAA's determination.

Dear [*name*]:

We are unable to approve your [*name of course*] training course outlines (TCO) [*or special curriculum*] for the following reasons:

[*list reasons*]

All other TCO's [*and/or special curricula*] have been approved and are reflected in your list of approved courses. If you wish to continue to seek approval for the above course [*or special curriculum*], you may reapply when appropriate corrections have been made.

Sincerely,

[*principal operations inspector's signature*]

APPLICANT - Read submittal and signature instructions on reverse.

CERT. NO. For FAA Use only

NAME OF SCHOOL / TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE
Carolyn S. Brannon d/b/a Brannon Aviation	13206 Poplar Tree Rd., Fairfax. VA.
LOCATION OF MAIN OPERATIONS BASE	**LOCATION OF SATELLITE BASE(S)**
Fairfax Airport, Fairfax, VA.	Centerville Municipal Airport, Centervill, VA

APPLICATION IS HEREBY MADE FOR: Approval of Satellite Base

☐ Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses *(three copies of each course outline are attached)*; also, examining authority is requested for the courses appropriately checked.

☐ Renewal of Pilot School Certificate and associated ratings currently numbered which expires on ☐ without changes to the currently approved course outlines, ☐ with addition of course(s) identified below for which approval is requested *(three copies of each course outline is attached)*, including request for examining authority for the course(s) appropriately checked; ☐ with deletion of course(s) identified below from the curriculum.

☐ Amending the current Pilot School Certificate and associated ratings numbered , which expires on ☐ by adding the course(s) identified below for which approval is requested *(three copies of each course outline are attached)*, including request for examining authority where appropriately checked; ☐ for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.

☐	☐
☐	☐
☐	☐
☐	☐
☐	☐
☐	☐

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein

Signature(s) and Title(s)

Carolyn S. Brannon

Carolyn S. Brannon

Owner

Nov. 1, 1989

Date

FOR FAA USE ONLY

☒ APPROVED - ☐ a Provisional Pilot School Certificate ☐ a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____ and which expires on _____ ☐ DISAPPROVED

☐ without amendments ☐ with amendments ☐ Amendments

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE
Donal L. Jones	Supervising Inspector	Jan. 29, 1990

Dear [*name*]:

We are unable to approve your application for a satellite base at [*location*] for the following reasons:

[*list reasons*]

When you feel your organization meets the certification requirements for a satellite base, you may reapply to this office.

Sincerely,

[*principal operations inspector's signature*]

[*name of school*] is authorized under Air Agency Certificate No. [*certificate number*] to conduct the following courses of training:

Private Pilot Certification
- Airplane Single Engine Land
- Airplane Single Engine Sea
- Rotorcraft Helicopter

Additional Aircraft Rating
- Airplane Single Engine Sea
- Airplane Multiengine Land
- Rotorcraft Helicopter
- Lighter-Than-Air Airship

Instrument Rating
- Airplanes
- Helicopter

Flight Instructor Certification
- Airplane Single Engine
- Instrument Airplane

Additional Flight Instructor Rating
- Airplane
- Instrument Airplane

Rotorcraft External Load Operations

This list of approved courses expires on [*date*], unless superseded, surrendered, suspended, or revoked.

Sincerely,

[*FSDO manager's signature*]

APPLICANT - Read submittal and signature instructions on reverse

CERT. NO. — For FAA Use only

NAME OF SCHOOL / TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE
Carolyn S. Brannon d/b/a Brannon Aviation	13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE	**LOCATION OF SATELLITE BASE(S)**
Fairfax Airport, Fairfax, VA.	Centervill Airport

APPLICATION IS HEREBY MADE FOR:

☐ Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses *(three copies of each course outline are attached)*; also, examining authority is requested for the courses appropriately checked.

☒ Renewal of Pilot School Certificate and associated ratings currently numbered CSB-S-025-A which expires on 11/30/89 . ☐ without changes to the currently approved course outlines. ☐ with addition of course(s) identified below for which approval is requested *(three copies of each course outline is attached)*, including request for examining authority for the course(s) appropriately checked; ☐ with deletion of course(s) identified below from the curriculum.

☐ Amending the current Pilot School Certificate and associated ratings numbered , which expires on . ☐ by adding the course(s) identified below for which approval is requested *(three copies of each course outline are attached)*, including request for examining authority where appropriately checked; ☐ for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.

☒	Private Pilot	☐	
☐	Private Test Course	☐	
☒	Instrument Rating	☐	
☒	Commercial Pilot	☐	
☐		☐	
☐		☐	

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein.

Signature(s) and Title(s)

Carolyn S. Brannon

Carolyn S. Brannon

Owner

10/31/89

Date

FOR FAA USE ONLY

☐ APPROVED - ☐ a Provisional Pilot School Certificate ☐ a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____.

and which expires on _____

☐ Renewal ☐ without amendments ☐ with amendments ☐ Amendments

☐ DISAPPROVED

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE

FAA FORM 8420-8 (1-82)

Recommendations of inspector(s) on reverse

Dear [*name*]:

After reviewing your application for renewal of your pilot school certificate and conducting the appropriate inspection, we require that you cease [*name of course*] training immediately for the following reasons:

[*list reasons*]

Failure to cease [*name of course*] training shall result in enforcement action against your certificate.

All other courses of training and pilot school ratings inspected at the time of renewal were acceptable, and you may continue to conduct training under them. When you feel that your organization meets the certification requirements for [*name of course*], you may apply for reinstatement of the course.

Sincerely,

[*principal operations inspector's signature*]

APPLICANT - Read submittal and signature instructions on reverse.

CERT. NO.

NAME OF SCHOOL / TELEPHONE NO.	ADDRESS OF PRINCIPAL BUSINESS OFFICE
Carolyn S. Brannon d/b/a Brannon Aviation	13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE	**LOCATION OF SATELLITE BASE(S)**
Fairfax Airport, Fairfax, VA.	Centerville Airport

APPLICATION IS HEREBY MADE FOR:

☐ Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses *(three copies of each course outline are attached)*; also, examining authority is requested for the courses appropriately checked.

☐ Renewal of Pilot School Certificate and associated ratings currently numbered _____, which expires on ☐ without changes to the currently approved course outlines, ☐ with addition of course(s) identified below for which approval is requested *(three copies of each course outline is attached)*, including request for examining authority for the course(s) appropriately checked; ☐ with deletion of course(s) identified below from the curriculum.

☒ Amending the current Pilot School Certificate and associated ratings numbered CSB-S-025-A which expires on ☐ by adding the course(s) identified below for which approval is requested *(three copies of each course outline are attached)*, including request for examining authority where appropriately checked; ☐ for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE: Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.

☐	Agricultural Aircraft Operations	☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	
☐		☐	

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein

Signature(s) and Title(s)

Carolyn S. Brannon

Carolyn S. Brannon

Owner

10/31/89

Date

FOR FAA USE ONLY

☐ APPROVED - ☐ a Provisional Pilot School Certificate ☐ a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective _____.

and which expires on _____

☐ Renewal ☐ without amendments ☐ with amendments ☐ Amendments

☐ DISAPPROVED

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE

FAA FORM 8420-8 (1-88)

Recommendations of inspector(s) on reverse

Flight Standards District Office #3
DuPage Country Airport
West Chicago, IL 60185

Gentlemen:

This is to notify the Federal Aviation Administration (FAA) of our intent to become an approved pilot school under Federal Aviation Regulations (FAR) Part 141.

We are prepared to begin operations on July 1, 1990 and are ready for your certification inspection at this time. Enclosed are three copies (an original and two facsimiles) of FAA Form 8420-8. Operations will be confined to the DuPage County Airport. We plan to operate two Cessna 152's, one Cessna 172, and a Piper Comanche (PA-24-250), that meets the complex aircraft requirements for commercial pilot certification.

Courses identified on FAA Form 8420-8 will be supervised by our chief flight instructor, Mr. Robert Cartwright, holder of airline transport pilot certificate number 555121128. He meets the requirements of FAR § 141.35, and his instructor resume is available for verification when you conduct your certification inspection.

Also enclosed are three copies of each training course outline for your review and approval. Our requested three letter certificate designators are EPS, ELS, and SFS, in that order of preference.

Sincerely,

Ruth Vaght
President

Dear [*name*]:

This letter is to inform you that your application for a pilot school certificate cannot be processed because of enforcement action [*pending/taken*] against [*cite the specific certificate--airman, other air operator certificate, etc.*]. Until such time that this enforcement action is fulfilled, you are ineligible for certification.

Enclosed with this letter is a copy of your application and the training course outlines you submitted for approval.

Should you wish to discuss this matter, please contact this office at [*telephone number*].

Sincerely,

[*FSDO manager's signature*]

APPLICANT - Read submittal and signature instructions on reverse

CERT. NO. For FAA Use only

NAME OF SCHOOL / TELEPHONE NO	ADDRESS OF PRINCIPAL BUSINESS OFFICE
Carolyn S. Brannon Brannon Aviation	P.O. Box 123, Fairfax, VA. 13206 Poplar Tree Road, Fairfax, VA.
LOCATION OF MAIN OPERATIONS BASE	LOCATION OF SATELLITE BASE(S)
Fairfax Airport, Fairfax, VA.	

APPLICATION IS HEREBY MADE FOR:

[X] Issuance of a Pilot School Certificate and associated ratings to conduct the training courses identified below, and for the approval of these courses *(three copies of each course outline are attached)*; also, examining authority is requested for the courses appropriately checked.

[ ] Renewal of Pilot School Certificate and associated ratings currently numbered which expires on ☐ without changes to the currently approved course outlines. ☐ with addition of course(s) identified below for which approval is requested *(three copies of each course outline is attached)*, including request for examining authority for the course(s) appropriately checked; ☐ with deletion of course(s) identified below from the curriculum.

[ ] Amending the current Pilot School Certificate and associated ratings numbered , which expires on ☐ by adding the course(s) identified below for which approval is requested *(three copies of each course outline are attached)*, including request for examining authority where appropriately checked; ☐ for deletion of the course(s) identified below from the curriculum.

IDENTIFICATION OF TRAINING COURSES

NOTE. Where examining authority for a course is desired, place an 'X' in the box adjacent to the course identification.

[ ]	Private Pilot	[ ]	
[ ]	Private Test Course	[ ]	
[ ]	Instrument Rating	[ ]	
[ ]	Commercial Pilot	[ ]	
[ ]	Flight Instructor	[ ]	
[ ]		[ ]	

(If more space is needed, continue on reverse in space provided)

I (WE) certify that I am (we are) familiar with Part 141 of the Federal Aviation Regulations, and, to the best of my (our) knowledge, believe that my (our) school meets the requirements for certification as prescribed therein

Signature(s) and Title(s): Carolyn S. Brannon

Carolyn S. Brannon

Owner

May 1, 1989

Date

FOR FAA USE ONLY

[X] APPROVED - ☐ a Provisional Pilot School Certificate [X] a Pilot School Certificate, either with associated ratings bearing the number shown above is issued effective 11/15/89. and which expires on 11/30/91. ☐ Renewal ☐ without amendments, ☐ with amendments ☐ Amendments ☐ DISAPPROVED

SIGNATURE OF APPROVING OFFICIAL	TITLE	DATE
Donald L. Jones	Supervising Inspector	May 1, 1989

FAA FORM 8420-8 (1-82)

Recommendations of Inspector(s) on reverse

Dear [*name of applicant*]:

The enclosed Federal Aviation Administration (FAA) Form 8420-8, Application for Pilot School Certificate, is returned because [*cite discrepancies*].

Enclosed are three blank application forms that you may use to reapply when the above items are corrected. In order to continue the certification process, the corrected applications must be received no later than [*date, not longer than 30 days from the date of the letter*]. If we do not hear from you by that date, we shall consider the certification process terminated.

If you have any questions concerning this matter, please feel free to contact this office at [*telephone number*].

Sincerely,

[*certification project manager's signature*]

Dear [*name*]:

These discrepancies were found during a Federal Aviation Regulations (FAR) Part 141 certification inspection conducted as part of your certification as an Air Agency under FAR Part 141.

- *List each discrepancy.*
- *List methods of correcting the discrepancies, if appropriate.*
- *Indicate a reasonable length of time for the corrections to be made (not to exceed 90 days from the date of the letter).*
- *Indicate that if no response is received within 90 days, the certification process will be terminated.*

Sincerely,

[*certification project manager's signature*]

Air Agency Certificate

Number (Enter Certificate number obtained from AVN-120)

This certificate is issued to

(Enter name of school)

whose business address is

(Enter address of main base of operations)

upon finding that its organization complies in all respects with the requirements of the Federal Aviation Regulations relating to the establishment of an Air Agency; and is empowered to operate an approved (Enter the words, Pilot School or Provisional Pilot School, as appropriate.)

with the following ratings:

(List all ratings the school is authorized for)

This certificate, unless canceled, suspended, or revoked, shall continue in effect (Enter, for 24 calendar months from the date of issuance.)

By direction of the Administrator

Date issued:

(Enter date of certification) (Have district office manager sign)

This Certificate is not Transferable, and any major change in the basic facilities, or in the location thereof, shall be immediately reported to the appropriate regional office of the Federal Aviation Administration

Any alteration of this certificate is punishable by a fine of not exceeding $1,000, or imprisonment not exceeding 3 years, or both

Dear [*name*]:

This letter, accompanied by Air Agency Certificate No. [*number*] issued to [*legal name of school*] on [*date of issuance*], authorizes the following additional persons to exercise the privileges and limitations of the certificate.

- *List all d/b/a's.*

Sincerely,

[*FSDO manager's signature*]

Your application for a pilot school certificate is denied because of the following:

- *List specific items that have not been corrected in the document compliance phase or demonstration and inspection phase within a reasonable time, i.e., not to exceed 90 from the time the applicant was notified of the discrepancy.*
- *If applicable, cite any false or fraudulent information that was provided.*
- *If applicable, indicate why TCO's were not approved.*
- *If applicable, specifically list the lack of qualifications of personnel or deficiencies in facilities and equipment.*

If you have any questions concerning this matter, please contact this office at [*telephone number*].

Sincerely,

[*FSDO manager's signature*]

	INSP INITIAL	DATE	YES	NO	N/A
1. Initial contact handled by					
2. Letter of Intent					
3. Preapplication meeting					
4. Applicant provided resources/advised how to obtain					
5. Formal application meeting					
6. Application properly completed and submitted					
7. TCO's submitted					
a. TCO contains description of each room used for ground training					
b. TCO describes all training aids					
c. TCO describes each ground trainer/simulator used					
d. TCO lists airports at which training flights originate					
e. TCO describes minimum intructor qualifications					
f. TCO describes trainee's enrollment qualifications					
g. TCO describes each lesson's objectives and training standards					
h. TCO describes tests and checks used to measure each stage of training					
8. Verification of flight instructors' qualifications (FAR § 141.33/ 141.35)					
9. Chief instructor/assistant for ground school course has 1 year experience in approved school					
10. Enrollment method meets the requirements of FAR § 141.93(a)(1) - (3)					
11. Safety procedures/practices developed (FAR § 141.93(a)(3)(i) - (x))					
12. Graduation certificates appropriate (FAR § 141.95)					
13. Method for student recordkeeping (FAR § 141.101(a)(1) - (3)					
14. MEL approved					
15. School has use of aircraft appropriate for each course					
a. U.S.-registered standard category					

(2) Airworthiness Directive records current					
(3) In-house or contract maintenance observed					
(4) Aircraft for IFR courses properly equipped/maintained					
e. Electronic components/communications equipment inspected (Avionics)					
f. Checklists required by FAR § 141.75					
16. Chief instructor/assistance for each course tested					
a. Knowledge test					
b. Skill test					
17. Chief instructor's method to test other instructors					
18. Pilot briefing areas (FAR § 141.43(a) and (b))					
19. Ground training facilities (FAR § 141.45)					
20. Airports					
a. Continuous use where flights originate (FAR § 141.37(a))					
b. One runway/takeoff area for normal takeoff at full gross weight (FAR § 141.37(b)(1) - (4)					
c. Wind direction indicator (FAR § 141.37(c))					
d. Traffic direction indicator (if required by FAR § 141.37(d))					
e. Permanent runway lights (if required by FAR § 141.37(e))					
21. Ground trainers					
a. Cockpit meets requirements of FAR § 141.41(a)(1)(i)					
b. Simulates rotation around three axes (FAR § 141.41(a)(1)(i))					
c. Minimum instruments/equipment required by FAR § 91.33 (FAR § 141.41(a)(1)(iii))					
d. For VFR instruction, a means of simulating visual flight conditions (FAR § 141.41(a)(1)(iv))					
e. For IFR instruction, a means of recording flight path (FAR § 141.41(a)(1)(v))					
22. Training aids meet requirements of FAR § 141.41(b)					
23. Certificate number obtained from AVN-120					

28. Other					

REMARKS:

	DATE READY	DATE REC'D	RET'D	DATE APP'D	INSP INIT
1. Letter of Intent					
2. Application (FAA Form 8420-8)					
3. TCO's					
4. Special Curricula (if applicable)					
5. Recordkeeping procedures					
6. Enrollment method					
7. Safety procedures/practices					
8. Graduation certificates					
9. Instructors' qualifications					
10. Chief flight instructor/assistant practical test					
11. Base inspection (including satellite bases)					
12. Appropriate aircraft for each course					
13. Aircraft conformity inspections (Airworthiness)					
14. Ground trainer inspection					
15. Training aids inspection					
16. Pilot briefing areas					
17. Ground training facilities					
18. Airports					
19. Proposed date to start operations					
20. Other					

Dear [*name of applicant*]:

This letter confirms your request to terminate the project to certificate you as an Air Agency under Federal Aviation Regulations Part 141.

All materials submitted for review are enclosed with this letter. Any attempt to reapply after the date of this letter will require re-initiating the entire certification process.

Sincerely,

[*certification project manager's signature*]

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1648

3. OBJECTIVE. The objective of this task is to determine that an applicant for a chief flight instructor position for a Federal Aviation Regulations (FAR) Part 141 Pilot School meets the requirements for that position.

5. GENERAL.

A. Chief Flight Instructor. Each Federal Aviation Administration (FAA)-approved school is required to designate a chief instructor for each course of training. That chief instructor must meet the appropriate requirements prescribed under FAR § 141.35. A chief instructor may serve as a chief instructor or as an assistant chief instructor for more than one approved course but may not serve as either a chief instructor or an assistant chief instructor at another school. The school may employ any other personnel deemed necessary for the successful accomplishment of approved courses.

B. Assistant Chief Flight Instructor. Each FAA-approved school may designate one or more assistant chief flight instructors for a course or courses of training. The assistant chief flight instructor must meet the requirements of FAR § 141.36 in order to act for the chief flight instructor in the chief flight instructor's absence.

C. Standardization of Assistant Chief Flight Instructors. For the purposes of this task, if a school proposes an assistant chief flight instructor, this task must be accomplished in the same manner as for the chief flight instructor.

7. INITIATION.

A. Chief Instructor and/or Assistant Chief Instructor Designation. A chief instructor or assistant chief instructor is designated by a pilot school when the school applies for, and is approved for, certification in a particular course of training (see chapter 141 of this handbook). The applying pilot school designates by name the chief flight instructor (and may also designate an assistant chief flight instructor) in the training course outline (TCO) for each course. Pilot schools may also request that a replacement be approved when the chief flight instructor for a particular course leaves that school's employment, moves to another position, or otherwise causes the position to be vacant.

B. Approval as Part of TCO Evaluation. The letter of intent used to apply for initial certification of an FAA-approved pilot school must describe the name and qualifications of each intended chief instructor or assistant chief instructor for every course of instruction. (See chapters 141 and 142 of this handbook.)

C. Examination of the Candidate. An appropriately qualified inspector (or the certification team during initial certification) evaluates the chief instructor candidate's background and qualifications, and conducts the practical test.

(1) A chief flight instructor must meet the appropriate experience requirements outlined in FAR § 141.35. An assistant chief flight instructor must meet the appropriate experience requirements outlined in FAR § 141.36.

(2) FAR § 141.35(a)(3),(4), or § 141.36(a)(3),(4) require every chief flight instructor or assistant chief flight instructor to pass both parts of the knowledge and skill test for each course he or she is designated as chief instructor or assistant chief instructor.

(3) For the practical test, the inspector reviews the appropriate FAR, the Practical Test Standards (PTS), the TCO's, and the safety procedures of the school in order to give a comprehensive test. For additional guidance on conducting the practical test, consult volume 2, chapter 1 of this handbook and FAR Part 61.

(4) The knowledge portion of the practical test must include at least the following:

should consist of all flight procedures and maneuvers in the appropriate PTS for the course of training the test is conducted for. Standards and objectives should be appropriate to the certificates and ratings held by the instructor.

9. EXAMINATION RESULTS.

A. Approval of the Candidate. Upon successful completion of the practical test, and when all other requirements have been met, the appropriate TCO should be approved with respect to the applicant's acceptance as chief flight instructor.

B. Disapproval of the Candidate. If the inspector determines that the chief instructor applicant's performance does not meet the minimum standards appropriate to the certificate held, the TCO may not be approved until an acceptable chief instructor is designated. Failure of a practical test by an assistant chief flight instructor is not grounds for disapproval of the TCO; however, the TCO cannot include the assistant chief flight instructor's name until that assistant chief flight instructor has passed the practical test.

C. Retesting. The applicant who has failed the chief instructor practical test may apply for a retest. If the retest is accomplished within 60 days, only the portion of the test that was unsatisfactory need be repeated. If re-examination is delayed beyond 60 days, the entire test must be satisfactorily accomplished.

11. CHIEF INSTRUCTOR RESPONSIBILITIES.

A. Responsibilities. FAR Part 141 outlines specific responsibilities for a chief flight instructor. The need for the chief flight instructor to fulfill these responsibilities completely and accurately cannot be overstressed. These responsibilities include the following points:

(1) The chief flight instructor must properly certify the training records, graduation certificates, and stage and final test reports of airman candidates who will be considered eligible for a certificate or rating.

(2) When giving a stage or final test, the chief flight instructor should make "student recommenda-

changes in training standards.

(5) Chief instructors must seek assistance and guidance from FAA inspectors in the resolution of problems concerning their responsibilities.

B. Delegation of Responsibilities. The chief flight instructor may delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. The chief flight instructor may not delegate the authority to conduct an initial flight check of an instructor or the final phase check to an instructor who is not an assistant chief instructor. The ultimate responsibility for each function remains with the chief flight instructor. Delegation of duties ensures that instruction can still be given in a course of training when the chief flight instructor is absent. When the duties of the chief flight instructor are delegated, a written record should be made. The written record should be specific enough so that the duties delegated, the person to whom they are delegated, and the duration of the delegation are clearly understood. In accordance with the provisions of FAR § 141.79(d), only the chief flight instructor may conduct an annual flight check of flight instructors assigned to approved courses of training.

C. Availability - Direct Supervision. FAR § 141.81(b)(2) requires the chief instructor to supervise noncertificated instructors directly. The chief instructor for a particular course must be available when instruction in that course is given.

(1) Pilot schools are permitted to use noncertificated ground instructors based on their particular qualifications. FAR § 141.81(b)(2) requires that instruction by noncertificated ground instructors be given under the direct supervision of the chief instructor for the course. FAA policy indicates that the chief instructor, assistant chief instructor, or another instructor designated by the chief instructor

not have to be as closely supervised as noncertificated ground instructors. The chief instructor or designated assistant chief instructor shall be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.

(4) Satellite bases require that the chief instructor be "available" for consultation; this can be accomplished by telephone. This ensures that the chief instructor can provide necessary supervision and meet the responsibilities with respect to a school's main base of operation and its satellite base. In the event that the chief instructor is unavailable for consultation, training in relation to the chief flight instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated. The chief flight instructor may either delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. (See paragraph 11B regarding delegation of authority.)

D. Responsibility to Receive Training. FAR § 141.79(c) states that at least once every 12 months, each chief flight instructor must complete a flight instructor refresher course consisting of not less than 16 hours of ground or flight instruction or both.

(1) To fulfill this requirement, a chief instructor may attend any one of the many FAA-approved, industry conducted Flight Instructor Refresher Clinics (FIRC).

instruction received in the examiner standardization course toward meeting the requirements of FAR § 141.79(c). In addition, any other course of instruction approved by the FSDO may be used to satisfy this instructional requirement.

13. CHANGE OF CHIEF INSTRUCTOR.

A. Certificate Amendment. When the chief instructor for a particular course of training changes, the certificate holder must apply to amend the appropriate TCO and, therefore, the air agency certificate (see volume 2, chapter 141 of this handbook).

B. Authority to Examine. The school may continue to train students under an approved course of training without a chief flight instructor for a period of 60 days. If the course of training has an assistant chief instructor who is approved by the FAA, training can continue beyond the 60-day limit. If there is no assistant chief flight instructor when the school is without a chief flight instructor, each stage or final test of a student enrolled in that approved course of training must be given by an FAA inspector or a designated pilot examiner (DPE) (see volume 2, chapter 145 of this handbook). By referring to the approved training syllabus, the FAA inspector or DPE should become familiar with the specific areas to be tested and with the completion standards for each stage of training being tested. The results of the tests given by the inspector or the DPE should be given to the operator of the school for inclusion in the appropriate student files.

C. Maintenance of Records. The holder of the school certificate is responsible for the maintenance of training records, the issuance of graduation certificates, and the general operation of the school during any change of chief instructor.

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an aviation safety inspector (ASI) (operations).

B. Coordination. This task will require coordination with the principal operations inspector (POI) and may require coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- FAA Order 2150.3, Compliance and Enforcement
- Appropriate Practical Test Standards (PTS)
- Advisory Circular (AC) 141-1, Certification of Pilot Schools
- The school's training course outlines (TCO)

B. Forms.

- FAA Form 8710-1, Airman Certificate and/or Rating Application (figure 143-1)

C. Job Aids.

- None

5. PROCEDURES.

A. Task Clarification. Determine what course this task will be conducted for.

(1) For an initial certification, conduct a practical test for all proposed courses.

(2) For adding a course or changing the chief flight instructor or assistant chief flight instructor, conduct the practical test for only the affected course.

B. Application. Provide the applicant a blank copy of FAA Form 8710-1 (figure 143-1). Advise the applicant to mark it, "Application for Chief Flight Instructor or Assistant Chief Flight Instructor Proficiency Check."

C. TCO Review. Review the relevant TCO for the school's procedures.

F. Personnel History. Using office procedures, conduct an Enforcement Information Subsystem/ Accident Incident Data Subsystem (EIS/AIDS) check on the chief flight instructor applicant or assistant chief flight instructor applicant.

(1) If the applicant has no previous enforcement or accident/incident history, place the EIS/AIDS report in the FSDO file.

(2) If the EIS/AIDS report is positive, evaluate the results to determine if the problems were related to flight training. If the problems do relate to flight training, discuss the findings with the school. Inform the school that the test cannot be continued until the school submits a different person for consideration. Set a time limit for receipt of the application.

(a) When the school submits a new name, repeat paragraph F and schedule a date and time for the test.

(b) If the school does not submit a new application, terminate the task.

G. Schedule Test. Schedule date, time, and location for the practical test.

H. Review the Application. Review FAA Form 8710-1 for completeness, accuracy, minimum qualifications, and experience requirements.

(1) Determine that the application is marked "Application for Chief Flight Instructor or Assistant Chief Flight Instructor Proficiency Check" and that it lists the courses for which the chief flight instructor or assistant chief flight instructor will be tested.

(2) Determine if the pilot's experience and qualifications meet the requirements of the FAR for the approval requested. (FAR § 141.33, 141.35, or 141.36.)

(3) If the application is not correct or the applicant's qualifications are not adequate, inform the applicant that he or she is not qualified. Notify the operator and confirm in writing, indicating the specific areas that were not adequate (figure 143-2). Explain to the applicant how to correct the discrepancy, and reschedule the test.

Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2). Explain to the applicant how to correct the discrepancy, and reschedule the test.

J. Inspect Aircraft Used in Test.

(1) If an airworthiness inspector is available have that inspector check aircraft documents and current inspections. If not, check the following:

(a) the registration certificate;

(b) the airworthiness certificate;

(c) the radio station license;

(d) the operating limitations; and

(e) the weight and balance information.

(2) If the aircraft does not meet any of the above requirements, inform the applicant that the test cannot be conducted and why.

(a) Notify the operator and confirm in writing, indicating the specific areas that were deficient (figure 143-2).

(b) Reschedule the test after the deficiencies have been corrected or reschedule the test with another appropriate aircraft after it has been inspected.

(3) If the aircraft is airworthy and appropriate for the practical test, conduct the knowledge portion of the test.

K. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Knowledge Portion.

(1) Test the chief flight instructor's or assistant chief flight instructor's knowledge of at least the following:

(a) FAR Parts 61, 91, 141 and other appropriate FAR relating to the course of training;

(b) the school's TCO's and/or special curricula relating to the courses being tested;

(c) the school's prerequisites and enrollment procedures (FAR § 141.93);

for each instructor used for the particular course of training;

(h) the safety procedures and practices of the school;

(i) the chief instructor's duties and responsibilities (FAR § 141.85); and

(j) the means by which the chief instructor will ensure that instruction is standardized. (FAR §§ 141.79, 141.81, 141.83, and 141.89)

(2) If the knowledge portion of the test is satisfactory, proceed with the skill portion.

(3) If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.

(a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2).

(b) Reschedule the test at the operator's request after the deficiencies have been corrected.

L. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Skill Portion.

(1) Use the procedures for evaluating a DPE (see volume 2, chapter 15 of this handbook). Give special attention to the TCO requirements and the applicant's ability to evaluate not only the performance of students but the performance of other flight instructors as well.

(2) If the skill portion of the test is completed satisfactorily, note the result on FAA Form 8710-1 and place it in the operator's file in the FSDO. Do not forward it to AFS-760.

(3) If the knowledge and skill test is not completed satisfactorily, inform the applicant immediately.

(a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2).

(b) After the deficiencies have been corrected, schedule a re-examination at the operator's request.

M. PTRS. Make final PTRS entry.

7. TASK OUTCOMES. Completion of the task results in either of the following:

C. Conduct additional chief flight instructor or assistant chief flight instructor practical tests for other courses or for when the school changes its chief flight instructor.

☐ Medical Flight Test ☐ Reexamination ☐ Reissuance of _____ Certificate ☒ Other PROFICIENCY CHECK

A. Name (Last, First, Middle)	B. SSN (US Only)	C. Date of Birth Mo. Day Year	D. Place of Birth

E. Address (Please See Instructions Before Completing)	F. Nationality (Citizenship) Specify ☐ USA ☐ Other_____	G. Do you read, speak and understand English? ☐ Yes ☐ No
City, State, Zip Code		

H. Height In.	I. Weight Lbs.	J. Hair	K. Eyes	L. Sex ☐ Male ☐ Female

M. Do you now hold, or have you ever held an FAA Pilot Certificate? ☐ Yes ☐ No	N. Grade Pilot Certificate	O. Certificate Number	P. Date Issued

Q. Do you hold a Medical Certificate? ☐ Yes ☐ No	R. Class of Certificate	S. Date Issued	T. Name of Examiner

U. Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances ☐ Yes ☐ No	V. Date of Final Conviction

W. Glider or Free Balloon Pilots only:	*Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon.*	Signature	X. Date

II Certificate or Rating Applied For on Basis of:

☐ A. Completion of Required Test	1. Aircraft to be used (if flight test required)	2a. Total time in this aircraft hours	2b. Pilot in command hours
☐ B. Military Competence Obtained in	1. Service	2. Date Rated	3. Rank or Grade and Service Number
	4. Has flown at least 10 hours as pilot in command during the past 12 months in the following military aircraft.		
☐ C. Graduate of Approved Course	1. Name and Location of Training Agency or Training Center		1a Certification Number
	2. Curriculum From Which Graduated		3. Date
☐ D. Holder of Foreign License Issued By	1. Country	2. Grade of License	3. Number
	4. Ratings		
☐ E. Completion of Air Carrier's Approved Training Program	1. Name of Air Carrier	2. Date	3. Which Curriculum ☐ Initial ☐ Upgrade ☐ Transition

III Record of Pilot time *(Do not write in the shaded areas.)*

	Total	Instruction Received	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instruction Received	Night Take-off/ Landing	Night Pilot in Command	Night Take-off/ Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
Airplanes																		
Rotor-craft																		
Gliders																		
Lighter than Air																		
Training Device Simulator																		

IV Have you failed a test for this certificate or rating? ☐ Yes ☐ No **Within the Past 30 days?** ☐ Yes ☐ No

V Applicant's Certification — I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.

Signature of Applicant Date

FAA Use Only

EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SRCH	MRTE		RATING (1)

FAA Form 8710-1 (7-92) Supersedes Previous Edition

Dear [*applicant's name*]:

On [*date of test*], [*name of airman*] failed to satisfactorily demonstrate the appropriate [*knowledge/skills*] to be designated as chief flight instructor for [*names of courses*]. The specific areas that were unsatisfactory are [*list unsatisfactory items*].

A re-examination of this candidate or of a new candidate may be rescheduled only at your request.

Sincerely,

[*certification project manager's signature (if an initial certification) or principal operations inspector's signature, (if an existing pilot school)*]

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.

- For initial certification: 1371
- For surveillance: 1640

3. OBJECTIVE. The objective of this task is to determine that an applicant for a Federal Aviation Regulations (FAR) Part 141 certificate meets the certification requirements or that an existing school continues to comply with the FAR. Successful completion of this task results in an indication of either a satisfactory or an unsatisfactory inspection.

5. GENERAL. The initiative for this task comes from either the Flight Standards District Office (FSDO) work program schedule or the regional office. Facility inspections are always conducted during the initial certification of a pilot school and at 24 month intervals during the certification renewal. They may also be conducted during spot checks initiated for quality control purposes. A facility inspection generally covers all areas pertinent to the certificate.

7. GUIDELINES FOR CONDUCTING FACILITY INSPECTIONS.

A. Coordination. When an airworthiness inspector cannot attend the facility inspection, the operations inspector should tailor the inspection to examine the aspects that an airworthiness inspector would normally examine. For example:

(1) The inspector should be prepared to examine any available aircraft.

(2) The inspector should coordinate with the principal maintenance inspector and the principal avionics inspector to ensure followup inspections of any items outside of the operations inspector's expertise.

B. Levels of Deficiency and Appropriate Corrective Action. Following are some examples of various deficiencies that might occur in an inspection, and the appropriate action to take for each situation. The actions described are based on two assumptions.

(1) Even if a discrepancy is found, the inspector continues the facility inspection for all items. After inspection, all the deficiencies and recommended corrective actions are summarized in a note to the file and/or in remarks on the Federal Aviation Administration (FAA) Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet.

(2) An unsatisfactory report may initiate an enforcement investigation. Unsatisfactory reports are usually based on obvious violations found during the inspection. There are intermediate stages between satisfactory and unsatisfactory results, any of which may result in a satisfactory inspection with corrective action.

(a) A spot correction involves a discrepancy that was not a violation and was noted and corrected during the inspection. Because it was corrected "on the spot," it may require no further action. An example of a spot correction is as follows: The inspector finds a student record that does not contain the student's date of graduation in the appropriate box. However, a photocopy of the student's graduation certification with the date is included with the record. The corrective action consists of the inspector notifying the school of this discrepancy. During the remainder of the inspection, the chief instructor enters the record according to the school's procedures. Additional corrective action is not necessary. However, the inspector marks the FAA Form 8000-36 with an "I" indicating information. The inspector notes the discrepancy and the spot correction on the PTRS Data Sheet and/or the job aid.

(b) A followup action involves a deficiency or a lack of pilot knowledge or skill that does not involve a violation but does require action other than a spot correction. For example, during an inspection the inspector noted that the pretakeoff and prelanding checklists were not in the aircraft and that copies of the checklists were not readily available. There was no evidence that the aircraft had been operated for student instruction without the checklists. The corrective action consists of the inspector verbally advising

or Unsatisfactory for the facility inspection. For example, during the inspection, an inspector finds that training was conducted for more than 60 days without a chief instructor. The inspector marks the FAA Form 8000-36 with an "E" indicating that the inspection resulted in an enforcement investigation (see volume 2, chapter 182 of this handbook, and FAA Order 2150.3, Compliance and Enforcement).

C. Presence of Chief Instructors and Other Instructors During Inspection. It is desirable to spot check the knowledge and skill of the instructors used by a school. Spot checks of instructors are necessary to verify continuing compliance and to ensure that the chief instructors are fulfilling their responsibilities in standardizing instruction.

determines whether an enforcement action is necessary and updates the Vital Information Subsystem files.

9. INITIAL CERTIFICATION VS. LATER SURVEILLANCE. When this task is performed as the facility inspection for an original certification during the demonstration and inspection phase of the certification process, there are some items that cannot be inspected. For example, an applicant for an application will not have complete student records for the inspector to examine. For an original certification, the inspector marks the "N/A" column on the job aid (figure 117-1) for items that cannot be evaluated.

an aviation safety inspector (ASI) (operations).

B. Coordination. This task requires coordination with the principal operations inspector (POI) and the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, and 141
- FAA Order 2150.3, Compliance and Enforcement

B. Forms.

- None

C. Job Aids.

- FAR Part 141 Facility Inspection Job Aid, (figure 144-3)
- Sample letters and figures

5. PROCEDURES.

A. Pre-Inspection Activities.

(1) Determine the need for the inspection.

(a) Is the inspection scheduled on the Flight Standards District Office (FSDO) work program?

(b) Is the inspection a request of the regional office or of national headquarters?

(c) Is the inspection the result of complaints?

(d) Is the inspection part of the certification process?

(2) Determine if the inspection is to be conducted with or without notice to the school. Conduct initial certification inspections according to the submitted schedule of events.

(a) If the inspection is to be conducted with notice to the school, notify the school in writing of the day, time, and nature of the inspection (figure 144-1).

(b) If the inspection is to be conducted without notice to the school, schedule the day and time. worthiness or the avionics units for a plan of action and for any specific problem areas.

B. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

C. Conduct Facility Inspection.

(1) Determine if the following documents are current, complete, and accurate (for a certificated air agency, a sampling may be sufficient):

(a) the school certificate (FAR § 141.19);

(b) the list of approved courses;

(c) the facility use agreement;

(d) the type of advertisement (FAR § 141.23);

(e) the chief/assistant flight instructor records;

(f) the flight instructor records;

(g) the student records (FAR § 141.95 and 141.101);

(h) the enrollment certificates (FAR § 141.93);

(i) the graduation certificates (FAR § 141.95);

(j) the aircraft records (including aircraft checklist);

(k) the practical test standards (PTS); and

(l) the training course outline (TCO) revisions (must match revisions in FSDO file).

(2) Inspect the following physical facilities and equipment for compliance:

(a) the airport (FAR § 141.37);

(b) the aircraft (airworthiness);

(c) the ground trainers and training aids (FAR § 141.41);

(d) the pilot briefing areas (FAR § 141.43); and

(d) the chief flight instructor's duties and responsibilities (FAR § 141.85).

D. Satisfactory Facility Inspection. If the facility inspection is satisfactory, indicate the outcome on the job aid.

(1) For an initial certification, ensure that the job aid becomes part of the certification report.

(2) For post certification surveillance, place the job aid in the FSDO file on the school.

E. Unsatisfactory Facility Inspection.

(1) If the facility inspection was unsatisfactory when conducted as part of an initial certification, inform the applicant immediately of the discrepancies.

(a) Advise how to correct any deficiencies or discrepancies.

(b) Confirm the findings in writing (figure 144-2), including a suspense date for correction of deficiencies.

tion is required (see volume 2, chapter 182 of this handbook).

F. Post Inspection Actions. Discuss any findings discovered during the inspection with the school. Bring areas that need improvement to the attention of the school. Compliment the areas that exceed certification or inspection requirements.

G. PTRS. Close PTRS.

7. TASK OUTCOMES. Completion of this task results in either of the following:

A. An indication of a satisfactory facility inspection in the FSDO file on the school.

B. A letter indicating an unsatisfactory inspection and indicating areas of deficiency or discrepancy.

9. FUTURE ACTIVITIES.

A. Schedule followup inspections for any deficiencies.

B. Possible enforcement investigation on items not in compliance.

Dear [*name*]:

Inspectors from this office will conduct an inspection of your pilot school at [*time*] on [*date*]. The purpose of this inspection is to determine whether your school is operating in accordance with Federal Aviation Regulations Part 141.

Enclosed is a copy of the inspection job aid for your review. This job aid will be used to assist us in conducting the inspection. If you have any questions, please contact this office at [*telephone number*].

Sincerely,

[*principal operations inspector's signature*]

Dear [*name*]:

The results of the inspection of your pilot school conducted on [*date*] are as follows:

- *List the discrepancies and the specific FAR requirement.*
- *Note any corrective action that was taken or needs to be taken.*
- *Note date of followup inspections, if necessary.*
- *Indicate that any items not corrected by a specific date may result in enforcement action, if already certificated.*
- *If all discrepancies were resolved by the date of this letter, indicate that no enforcement action is pending.*

Sincerely,

[*principal operations inspector's signature*]

	INSP. INITIAL	DATE	SAT	UNS	N/A
1. TCO's					
a. Current					
b. Conforms to copy from district office file					
c. All changes FAA approved					
2. Verification of flight instructors' qualifications					
3. Chief instructor/assistant for each course					
4. Enrollment procedures conform to FAR § 141.93(a)(1)-(3)					
5. Copies of enrollments sent to district office					
6. Safety procedures/practices as per FAR § 141.93(a)(3)(i)-(x)					
7. Graduation certificates as per FAR § 141.95					
8. Recordkeeping as per FAR § 141.101(a)(1)-(3)					
9. Minimum Equipment Lists (MEL) current (if applicable)					
10. Aircraft meet requirements of FAR § 141.39/141.75					
11. Chief instructor standardization of all instructors					
12. Pilot briefing areas (FAR § 141.43)					
13. Ground training facilities (FAR § 141.45)					
14. Airports (FAR § 141.37)					
15. Ground trainers (FAR § 141.41(a))					
16. Training aids (FAR § 141.41(b))					
17. Air agency certificate matches one on file					
18. List of approved courses current					
19. Other					

REMARKS:

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1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE:

- North Atlantic: 1406
- Other: 1408

3. OBJECTIVE. The objective of this task is to issue a letter of authorization (LOA) to a general aviation operator planning a flight in special use airspace. Guidance to inspectors issuing operations specifications to air carriers planning flights in special use airspace is contained in Federal Aviation Administration (FAA) Order 8400.10, Air Transportation Operations Inspector's Handbook.

5. BACKGROUND. Special use airspace is international airspace where navigation performance standards are governed by international agreements, separation minimums are reduced, and the standards of navigation performance accuracy are strictly enforced. In this chapter, particular emphasis is placed on Minimum Navigation Performance Specification (MNPS) airspace in the North Atlantic (NAT) region. Inspectors should be familiar with the information in this chapter and with the contents of Advisory Circular (AC) 91-70, Oceanic Operations, before processing an LOA for operations in special use airspace. That advisory circular is a composite of relevant documents that existed in the Flight Standards Policy Subsystem before January 1, 1993, and should be used as a reference in lieu of older documents that may not yet have been cancelled. If any questions should arise with regard to the issuance of an LOA, principal inspectors should request guidance from a navigation specialist at one of the following locations: the San Francisco (SFO) International Field Office (IFO) at (415) 876-2765, the New York (NYC) Flight Standards District Office (FSDO)-15 at (718) 553-1848, or the Safety and Analysis Branch, AFS-540, at (703) 661-0333.

7. GENERAL REQUIREMENTS FOR OCEANIC OPERATIONS. Inspectors should be aware of the requirements imposed on operators for flights in special use airspace. Operator, as used in this chapter, is defined to mean one who exerts operational control as defined in Federal Aviation Regulations (FAR) Part 1.1.

A. Navigation Equipment and Procedures. Approved navigation equipment must be installed in accordance with a supplemental type certificate (STC) or a field approval. In either case, the operations inspector should coordinate with the principal avionics inspector (PAI) to ensure that the equipment installation is acceptable.

B. Operations Manual Requirements. Although not required by regulation, operators should be encouraged to prepare an International Operations Procedures Manual. Either a journey logbook or a navigation log is required by International Civil Aviation Organization (ICAO) for any aircraft engaged in international navigation and is regulatory for U.S.-registered aircraft under FAR § 91.703. In either case, the information should be accessible to the flightcrew. The manual should include specific preflight, in-flight, and postflight procedures. The manual should specify the crewmember(s) responsible for inserting waypoints in the long-range navigation systems (LRNS) and for verification of the waypoint insertions, and should also identify the source of the waypoint information. Much of this information will depend upon the type of LRNS equipment in use. Procedures for logging equipment accuracy should be explained. If a manual is developed, the log should be depicted in the manual, and a sample log page should be submitted to the approving office. Plotting chart procedures should also be included in the manual, and a completed sample chart should be submitted. An LRNS checklist should be incorporated with the regular aircraft checklists and should include procedures in case of LRNS equipment failure.

C. Communication Equipment Required. ICAO rules state that an aircraft operated on a flight plan shall maintain continuous listening watch on the appropriate radio frequency and establish two-way communication, as necessary, with the appropriate air traffic control (ATC) facility, except as prescribed by the ATC authority in regard to an aircraft forming

equipment is normally used by each aircraft crossing the Atlantic. The only exception is for aircraft flying at flight level (FL) 250 or above on specific routes crossing Greenland. In the oceanic control areas (OCA) and flight information regions (FIR), very high frequency (VHF) coverage is not sufficient to ensure continuous two-way communications with ground stations. Although relay through other aircraft is possible, it is not guaranteed.

(2) VHF equipment shall include 121.5 MHz capability. A listening watch should be maintained on 121.5 MHz unless communication on another frequency prevents this. Frequency 121.5 MHz is not authorized for routine use; 123.45 or 131.8 MHz should be used for air-to-air communications.

D. Crew Qualification Requirements. In the International Standards and Recommended Practices - Annex 6, Operation of Aircraft, ICAO makes the following stipulations for flights outside the jurisdiction of member states.

(1) An operator shall ensure that all employees, when abroad, know that they must comply with the laws, regulations, and procedures of those states where operations are conducted, and also comply with the relevant laws, regulations, and procedures of their state of registry.

(2) An operator shall ensure that all pilots are familiar with the laws, regulations, and procedures pertinent to the performance of their duties that are prescribed for the areas to be traversed, the airports to be used, and the related air navigation facilities. The operator shall ensure that other members of the flightcrew are familiar with those laws, regulations, and procedures that are pertinent to the performance of their duties.

(3) Operators shall ensure that all pilots-in-command (PIC) understand that, if a deviation in an emergency situation violates local regulations or procedures, the PIC shall notify the appropriate local authorities without delay. If required by the state where the incident occurs, the PIC shall submit a report on any such violation to the appropriate authority of that state.

(d) the meteorological, communication and air traffic facilities, services and procedures;

(e) search and rescue procedures; and

(f) the navigational facilities and procedures, including any long-range navigation procedures associated with the planned route.

E. Pilot Qualification. The minimum pilot qualification for any oceanic flight is a private pilot certificate. An instrument rating is required if operating at or above 6000 feet pressure altitude in the NAT region. Some states (for example, Canada) require pilots to hold an instrument rating for operating at any altitude in the NAT region under their jurisdiction; therefore, it is imperative that pilots are acquainted with states' varying legislative requirements. Pilots must comply with the regulations imposed by the state of registry of the aircraft being flown and with the regulations of countries in which they land or overfly. Irrespective of the mandatory requirements, inspectors should strongly recommended that all pilots hold a valid instrument rating. In addition to cross-country flight time, the demanding nature of the oceanic operational environment requires that the PIC meet the recency of experience requirements stipulated by the state of registry, have adequate recent flight experience in the use of long-range navigation equipment and communications equipment, and have training in dead reckoning navigation techniques.

F. Training Curriculum Content. Experience has clearly demonstrated that the presence of sophisticated navigational equipment on board an aircraft does not, by itself, ensure that a high level of performance will be achieved. It is essential that operators provide adequate training for the personnel operating or maintaining the equipment, and that operating drills and procedures are included in crew training. Air carrier operators' training programs are approved in conjunction with their certification and subsequent issuance of operations specifications. Questions concerning the acceptability of training should be referred to the oceanic operations focal point in either the regional office or to the Safety and Analysis Branch, AFS-540, at (703) 661-0333. Inspectors

(6) preparation of FAA international flight plans, ICAO flight plans, and flight logs;

(7) route planning within the special use airspace where flights are to be conducted;

(8) en route and terminal procedures (different from U.S. procedures);

(9) long-range, air-to-ground, communication procedures;

(10) structure of the special use airspace where the flights are to be conducted;

(11) air traffic clearances;

(12) international meteorology, including significant weather charts, prognostic weather charts, tropopause prognostic charts, and terminal weather forecasts (TAF);

(13) specific en route navigation procedures for each type of navigation equipment required for use in the special use airspace;

(14) emergency procedures, including required emergency equipment, search and rescue techniques, and navigation and communications equipment failure techniques; and

(15) if operations are to be conducted in areas of magnetic unreliability, specialized training must be given.

9. SPECIAL USE AIRSPACE REQUIREMENTS.

A. When Authorization is Required. There is no requirement for a general aviation operator to obtain authorization for oceanic operations outside of a designated special use airspace. However, the inspector may be called upon to advise pilots desiring to obtain information on oceanic operations. In addition to the guidance in this chapter, AC 91-70, Oceanic Operations, published in September 1994, contains detailed information on all aspects of oceanic operations.

B. ICAO Requirements. When conducting oceanic flights, pilots of U.S.-registered aircraft must adhere to the U.S. regulations, ICAO rules, and the

A. NAT Region. The majority of the airspace in the NAT region is controlled airspace. Instrument flight rules (IFR) apply to all flights at or above FL 60 or at 2000 feet above ground level (AGL), whichever is higher. Within the NAT region, two types of special use airspace have been structured. The first of these is MNPS airspace, which has been operational for many years. The second special use airspace is Reduced Vertical Separation Minimum (RVSM) airspace, scheduled for implementation in late 1994. Within RVSM airspace, aircraft will be separated vertically by 1,000 feet (300 meters). Guidance for approvals to authorize operation in this airspace will be contained in AC 91-RVSM, Approval of Aircraft and Operators for Flight in Airspace Above Flight Level 290 Where a 1,000 Foot Vertical Separation Minimum is Applied.

B. MNPS Airspace. MNPS airspace is that portion of the NAT airspace between FL 275 and FL 400, between latitudes 27°N and the North Pole; bounded in the east by the eastern boundaries of control areas (CTA) Santa Maria Oceanic, Shanwick Oceanic, and Reykjavik; and bounded in the west by the western boundary of CTA's Reykjavik and Gander Oceanic, and New York Oceanic east of longitude 60°W and south of 38°30'N. All aircraft operating in MNPS airspace are required to have a specified minimum navigation performance capability that has been approved by the state of registry or by the state of the operator, as appropriate. The approval process includes all aspects of the required navigation accuracy, navigation equipment required, installation and maintenance procedures, and crew training. The integrity of MNPS airspace is maintained by a series of procedures that include approval of navigation equipment and procedures plus continuous monitoring of the navigation accuracy of aircraft using MNPS airspace. It is implicit in the concept of MNPS airspace and essential to the application of the lateral separation minimums that all operations in MNPS airspace achieve the highest standards of navigation performance accuracy. The obligations of the operator and crew operating under FAR Part 91 for flight in MNPS airspace can be summarized as follows:

except in an emergency;

(4) ATC must be advised in the event of navigation equipment failure or navigation uncertainty;

(5) there must be a high standard of supervision, monitoring, and cross-checking of data inserted into automatic navigation systems; and

(6) coordination must be maintained with ATC to ensure that misunderstandings over the route to be flown do not occur.

C. Navigation Performance Requirements. For approval of unrestricted operation in NAT MNPS airspace, an aircraft must be equipped with two fully serviceable and independent LRNS's. Acceptable LRNS's include an inertial navigation system (INS), Omega navigation system, a TSO C-129 approved global positioning system (GPS) (Use of and approval of GPS is detailed in paragraphs 13 and 15 of this chapter.), and flight management computer systems (FMCS) with inputs from one or more inertial reference systems (IRS), Omega sensors, or approved GPS sensors. Each LRNS must be capable of providing a continuous indication of the aircraft's position relative to track. When coupled with an FMCS for automatic flight guidance, INS and an inertial sensor system (ISS)/IRS have demonstrated a capability to meet MNPS requirements. Some smaller aircraft may carry two IRS's (or ISS) but only one FMCS. Such an arrangement may meet track-keeping parameters, but does not provide the required redundancy (in terms of continuous indication of position relative to track or of automatic steering guidance) should the FMCS for, systematic errors to guard against failure of the other navigational aid (NAVAID). Thus, use of Doppler and one other LRNS cannot be recommended for unrestricted MNPS operations.

D. Routes for Aircraft with Only One LRNS. A number of special routes have been developed for aircraft equipped with only one LRNS. These routes are within MNPS airspace and require an LOA. Aircraft that are equipped with normal short-range navigation equipment (VHF omni-directional radio range (VOR)/ distance measuring equipment (DME), automatic direction finding (ADF)) and at least one fully operational LRNS should be considered capable of meeting the MNPS while operating along the routes listed below. Routes, listed below, were known as "Blue Spruce" routes and are now referred to as "special" routes. Continuous VHF coverage exists on these routes at FL 300 and above, except as noted. Inspectors issuing an LOA for routes approved for aircraft with only one LRNS must note this limitation on the LOA. This should be entered on the line entitled "Aircraft Limitations" (see figure 222-1) and must be stated in one of the following formats:

(1) A listing of the specific route(s) authorized.

(2) A statement "All routes authorized for aircraft with only one LRNS in chapter 222, section 2, FAA Order 8700.1."

(3) A statement "See reverse side of this LOA." (If this statement is used, the routes must be specified on the reverse side of the LOA with a line drawn under the last route for which approval is given followed by the office manager's signature.)

- Stornoway } - 60N 10W - 61N 12 34W - ALDAN - Keflavik; (HF required on this route)
  Benbecula } - 61N 10W - ALDAN - Keflavik (VHF coverage exists, and subject to prior coordination with Scottish Airways and Shanwick, this route can be used by non HF equipped aircraft.)

- Machrihanish }
  Glasgow } - 57N 10W - 60N 15W - 61N16 30W - BREKI -
  Shannon } Keflavik; (HF is required on this route)
  Belfast }

- Lisboa/Porto/Faro - Ponta Delgada/Santa Maria/Lajes;
- between Greenland and Canada (HF is required over the Greenland icecap below FL 195):
  - Sondre Stromfjord NDB 67N 60W, Cape Hooper NDB;
  - Kook Islands NDB, 66N 60W, Cape Dyer NDB;
  - Kook Island NDB, 66N 60W, 64N 63W, Frobay VOR; and
- between Iceland and Greenland: Reykjanesskoli NDB, 69 30N 22 40W, Constable Pynt NDB.

E. Routes for Aircraft with Short-Range Navigational Equipment. The following routes may be flown by aircraft with short-range navigation equipment (VOR/DME, ADF), but an LOA for operation within MNPS airspace is still necessary:

(1) Flesland - Myggenes - INGO - Keflavik (G3)

(2) Sumburgh - Akraberg - Myggenes (G11)

NOTE: Inspectors issuing an LOA for routes approved for aircraft with short-range navigational equipment must note this limitation on the LOA. The limitation should be entered as follows: A statement "All routes authorized for aircraft with short-range navigation equipment in chapter 222, section 2, FAA Order 8700.1."

F. Special Provisions for Aircraft Not Equipped for Operation in MNPS Airspace to Climb or Descend Through MNPS Airspace. Some aircraft, particularly higher performance international general aviation (IGA) aircraft, operate at flight levels above the upper limit of MNPS airspace (FL 410 and above). Depending on their point of departure, such aircraft often require a comparatively brief penetration of MNPS airspace. In order that these aircraft are not unduly penalized by being excluded from operating at their most economic cruising level, provisions are made for climb and descent through MNPS. The NAT Special Planning Group (SPG) agreed to the following provisions on the understanding that these would be published in the relevant Airmen Information Publications (AIP) by the states concerned, stating the VOR/DME's to be used and indicating those parts of the MNPS airspace which may be affected by this procedure. Aircraft not equipped for operation in MNPS airspace may be cleared by the responsible ATC unit to climb or descend through MNPS airspace provided the following circumstances exist:

(1) the climb or descent can be completed within the usable coverage of selected VOR/DME's and/or within the radar coverage of the ATC unit issuing such clearance;

(2) the aircraft is able to maintain direct pilot-controller communications on VHF; and

(3) MNPS authorized aircraft operating in that part of the MNPS airspace affected by such climb or descent are not penalized by the application of this procedure.

13. USE OF GLOBAL POSITIONING SYSTEM (GPS) EQUIPMENT. Inspectors should note that the information in this chapter is the most current information available at the time of publication. As additional information becomes available, this guidance will be updated through issuance of bulletins or revisions to this chapter.

A. GPS Navigation. The GPS is a satellite-based radio navigation system that uses precise range measurements from GPS satellites to determine a precise position anywhere in the world. The GPS constellation consists of 24 satellites in various orbital planes approximately 11,000 nautical miles (NM) above the earth. The satellites broadcast a timing signal and data message that the airborne equipment processes to obtain satellite position and status data, and to measure how long each satellite's radio signal takes to reach the receiver. By knowing the precise location of each satellite and precisely matching tim-

of these accuracy errors can be reduced or eliminated with mathematics and sophisticated modeling, while other sources of errors cannot be corrected. The following are examples of those errors which cannot be corrected:

(1) Atmospheric propagation delays can cause relatively small measurement errors, typically less than 100 feet. Ionospheric propagation delays can be partially corrected by sophisticated error-correction capabilities.

(2) Slight inaccuracies in the atomic clocks on the satellites can cause a small position error of approximately 2 feet.

(3) Receiver processing (such as mathematical rounding and electrical interference) may cause errors that are usually either very small (which may add a few feet of uncertainty into each measurement) or very large (which are easy to detect). Receiver errors are typically on the order of 4 feet.

(4) Conditions that cause signal reflections before the satellite's transmitted signal gets to the receiver can cause small errors in position determination or momentary loss of the GPS signal. While advanced signal processing techniques and sophisticated antenna design are used to minimize this problem, some uncertainty can still be added to a GPS measurement.

(5) A satellite's exact measured orbital parameters (ephemeris data) can contain a small error of approximately 4 feet.

B. System Operation.

(1) The Department of Defense (DOD) is responsible for operating the GPS satellite constellation and constantly monitors the GPS satellites to ensure proper operation. Every satellite's ephemeris data are sent to each satellite for broadcast as part of the data message sent in the GPS signal. The GPS is a system of cartesian earth-centered, earth-fixed coordinates as specified in the DOD World Geodetic System 1984 (WGS-84). Navigation values, such as groundspeed and distance and bearing to a waypoint, through Notices to Airmen (NOTAM). Status information is also available by means of a telephone data service from the U.S. Coast Guard. Availability of suitable navigation capability from the satellite constellation is expected to approach 100 percent.

(3) GPS signal integrity monitoring will be provided by the GPS navigation receiver using receiver autonomous integrity monitoring (RAIM). For GPS sensors that provide position data only to an integrated navigation system (e.g., FMS, multisensor navigation system), a level of GPS integrity equivalent to that of RAIM may be provided by the integrated navigation system. Availability of RAIM capability to meet nonprecision approach requirements in the United States with the 24 satellite constellation is expected to exceed 99 percent.

C. Selective Availability (SA). SA is essentially a method by which DOD can artificially create a significant clock and ephemeris error in the satellites. This feature is designed to deny an enemy nation or terrorist organization the use of precise GPS positioning data. SA is the largest source of error in the GPS system. When SA is active, the DOD guarantees horizontal position accuracy will not be degraded beyond 100 meters 95 percent of the time, and beyond 300 meters 99.99 percent of the time.

D. Portable Units. All portable electronic systems and portable GPS units must be handled in accordance with the provisions of FAR § 91.21. The operator of the aircraft must determine that each portable electronic device will not cause interference with the navigation and communications systems of the aircraft on which it is to be used. Portable GPS units which are attached by Velcro tape or hard yoke mount that require an antenna (internally or externally mounted) are considered to be portable electronic devices and are subject to the provisions of FAR § 91.21. All portable GPS equipment attached to the aircraft by a mounting device must be installed in an approved manner and in accordance with FAR Part 43. Questions concerning installation should be referred to an avionics or airworthiness inspector. A critical aspect of any GPS installation is the installation of the antenna. Shadowing by the aircraft struc-

performance of the system. It is recommended that system installations be flight tested in conjunction with other navigation equipment prior to using the system for actual navigation. Unless a portable GPS receiver is TSO C-129 approved, it is not to be used as a basis for approval of operations in the NAT MNPS.

E. Navigation Classes. All navigation performed in flight is either Class I or Class II navigation.

(1) Class I navigation: Any en route flight operation or portion of a flight operation conducted in an area entirely within the officially designated operational service volumes of ICAO standard airways navigation facilities (VOR, VOR/DME, NDB). The two generic types of Class I navigation are navigation by direct reference to ICAO standard NAVAID's and navigation by use of area navigation systems.

(2) Class II navigation: Any operation or portion of an en route operation which takes place outside (beyond) the officially designated operational service volumes of ICAO standard NAVAID's (VOR, VOR/DME, NDB). Any en route flight operation or portion of a flight operation which is not Class I navigation. There are three generic classes of Class II navigation. These are navigation by reference to ICAO standard NAVAID's supplemented by dead reckoning, navigation by use of pilot-operated electronic long-range navigation systems (e.g. INS, Omega, GPS), and navigation by use of a flight navigator.

F. Receiver Autonomous Integrity Monitoring (RAIM). A technique whereby a civil GPS receiver/processor determines the integrity of the GPS navigation signals using only GPS signals or GPS signals augmented with altitude. This determination is achieved by a consistency check among a series of satellites being tracked. At least one satellite in addition to those required for navigation must be in view for the receiver to perform the RAIM function.

G. Supplemental Air Navigation System. An FAA-approved navigation system that can be used in addition to a required means of air navigation. It may be used as the primary navigation system provided categorized into classes A(), B(), and C() (ref. TSO-C129).

(1) Class A(). Equipment incorporating both the GPS sensor and navigation capability. This equipment incorporates Receiver Autonomous Integrity Monitoring (RAIM).

- Class A1 equipment includes en route, terminal, and nonprecision approach navigation capability.
- Class A2 equipment includes en route and terminal navigation capability only.

(2) Class B(). Equipment consisting of a GPS sensor that provides data to an integrated navigation system (i.e., flight management system, multi-sensor navigation system, etc.).

- Class B1 equipment includes RAIM and provides en route, terminal, and nonprecision approach capability.
- Class B2 equipment includes RAIM and provides en route and terminal capability only.
- Class B3 equipment requires the integrated navigation system to provide a level of GPS integrity equivalent to RAIM and provides en route, terminal, and nonprecision approach capability.
- Class B4 equipment requires the integrated navigation system to provide a level of GPS integrity equivalent to RAIM and provides en route and terminal capability only.

(3) Class C(). Equipment consisting of a GPS sensor that provides data to an integrated navigation system (i.e., flight management system, multi-sensor navigation system, etc.), which provides enhanced guidance to an autopilot or flight director in order to reduce flight technical error. Installation of Class C() equipment is limited to aircraft approved under FAR Part 121 or equivalent criteria.

approach capability.

- Class C4 equipment requires the integrated navigation system to provide a level of GPS integrity equivalent to RAIM and provides en route and terminal capability only.

B. Approval Criteria A GPS installation with a TSO C-129 authorized navigation system in Class A1, A2, B1, B2, C1, or C2 may be used in combination with other approved LRNS for unrestricted operations in NAT MNPS airspace or may be used as the sole means of long-range navigation on the special routes that have been developed for aircraft equipped with only one LRNS and on the special routes developed for aircraft equipped with short-range navigation equipment. The basic integrity for these operations must be provided by RAIM or an equivalent method. A single GPS installation in Class A1, A2, B1, B2, C1, or C2 which provides RAIM for integrity monitoring may also be used on those short oceanic routes which have only one required means of long-range navigation.

C. Avionics. Documentation must be provided which validates approval of the installed GPS airborne receiver in accordance with Notices 8110.47, 8110.48, AC 20-129, and AC 20-130A, as appropriate, or other applicable airworthiness criteria established for GPS installations. When it has been established that the airborne system has been certified for GPS IFR operations, the following criteria should be used to determine the operational suitability of airborne systems for GPS IFR use.

D. Initial Installations and Continued Airworthiness. The operator must assure that the equipment is properly installed and maintained. No special requirements, other than the standard practices currently applicable to navigation or landing systems, have been identified that are unique to GPS e.g., Airworthiness Directives, Service Bulletins.

E. Action. Aviation safety inspectors must evaluate installation (An avionics inspector should evaluate the avionics installation and recommend the approval prior to the issuance of an LOA to operate

(2) The basic integrity for these operations must be provided by receiver autonomous integrity monitoring (RAIM) or an equivalent method.

(3) The GPS operation must be conducted in accordance with the FAA-approved flight manual or flight manual supplement, if required.

(4) Aircraft using GPS equipment under IFR must be equipped with an approved and operational alternate means of navigation appropriate to the route to be flown. This traditional navigation equipment must be actively used by the flight crew to monitor the performance of the GPS system.

(5) Procedures must be established for use in the event that significant GPS navigation outages are predicted to occur. In situations where this is encountered, the flight must rely on other approved equipment, delay departure, or cancel the flight.

(6) Aircraft navigating by GPS are considered to be RNAV aircraft. Therefore, the appropriate equipment suffix must be included in the ATC flight plan.

17. FLIGHT INFORMATION. Operators must supply or ensure that the information necessary to plan, conduct, and control operations is available to operational control and flightcrew personnel. Most of this data can be obtained through subscriptions to a government service or to a commercial aeronautical information and charting service. Operators should be expected to supplement these services if necessary and, in all cases, are responsible for ensuring that the information used is accurate and complete. Operators must also supply other data, such as NOTAM's, track messages, and airport obstruction data, when applicable. Omega, Loran, and GPS advisories are available by computer modem to a special bulletin board operated by the GPS Information Center of the Coast Guard. Call (703) 313-5910. A 24-hour voice bulletin board is also available by calling (703) 313-5907.

A. Airport and Facilities. The Airport/Facility Directory (A/FD) contains information on airports and facilities that is needed by flight crewmembers and operational control personnel. For example, the

available to their personnel.

B. NOTAM's. Operators must provide NOTAM's to flightcrews and operational control personnel for domestic and international operations in airspace covered by NOTAM systems. U.S. NOTAM's are edited into final form and distributed by the United States NOTAM Office (USNOF). NOTAM's are disseminated by two methods: electronically through what is termed, Service A, and in printed form through the biweekly publication, Notices to Airmen. In general, NOTAM's originally appear in electronic form and are later incorporated in the biweekly publication. Once incorporated in writing, they are no longer transmitted electronically. NOTAM information is classified into the following three groups: NOTAM (D)'s, NOTAM (L)'s, and FDC NOTAM's. These groups, subdivisions of these groups, and other information concerning the NOTAM system are described in the following subparagraphs:

NOTE: Refer to FAA Order 7930.2 and the Airman's Information Manual (AIM) for detailed descriptions of the current NOTAM system.

(1) NOTAM (D)'s. NOTAM (D), or distant dissemination information, pertains to NAVAID's, landing areas, airport runway lighting facilities, and other data that is normally not published, such as parachute jumping areas, restricted areas, and some air shows. NOTAM (D)'s are appended to electronically transmitted weather reports, such as the Service A network. NOTAM (D)'s are disseminated for all NAVAID's that are part of the National Airspace System (NAS) as well as all public-use airports, seaplane bases, and heliports listed in the A/FD.

(a) Center Area NOTAM's (CAN). CAN's are issued on airway changes within controlled airspace, and they are transmitted as FDC NOTAM information on Service A.

(b) Special Notices. Special notices concern matters having a significant impact on flight safety. They are transmitted only once on Service A, and then are published in the biweekly, Notices to the LRN NOTAM file. These NOTAM's may be obtained from any flight service station (FSS) on request, or by phoning the Naval Observatory at (202) 653-1757.

(2) NOTAM (L)'s. NOTAM (L), or local information, includes such information as airport and taxiway construction and certain airport lighting. This information is directly relevant to surface movement guidance and control. NOTAM (L)'s can also contain information that is expected to be in effect for less than 1 hour concerning NAVAID's, lighting, and runways. NOTAM (L)'s are not normally transmitted beyond the area of coverage for the local FSS or automated flight service station (AFSS).

(a) POI Responsibility. POI's must ensure that specific procedures for the acquisition and dissemination of local NOTAM information to flightcrews and operational control personnel are readily available.

(b) Obtaining NOTAM (L) Information. This information may be obtained from the FSS having responsibility for the geographic area in which the destination airport is located. Another acceptable means for operators to acquire this information is to task an authorized agent with collecting this information and reporting it to the operator's operational control center.

NOTE: FAA inspectors and National Transportation Safety Board (NTSB) accident investigators have reported that a failure of operators to provide NOTAM (L) data to flightcrews has been a contributing factor in several accidents and incidents. For example, a Part 121 operator dispatched a flight of approximately 30 minutes' duration to a destination at which the instrument landing system (ILS) was reported by NOTAM (L) to be out of service.

FYI: The details of what is included as NOTAM (D) and NOTAM (L) are quite complex (see FAA Order 7930.2 for more specific information).

(3) National Flight Data Center (NFDC) NOTAM's. FDC NOTAM's are issued by the

- Temporary flight restrictions
- Presidential (and other parties) flight restrictions
- Permanent FAR Part 139 certified airport condition changes pertaining to the Aircraft Rescue and Fire Fighting Equipment (ARFF) Index
- Snow conditions affecting glide slope operations
- Air defense emergencies
- Emergency flight rules
- Substitute airway routes

NOTE: Operators should clearly understand that since FDC NOTAM dissemination is normally limited to within 400 nm of the "tie-in" FSS/AFSS, a means must be devised to collect en route, destination, and alternate airport FDC NOTAM's that may impact operations.

FYI: Very low frequency (VLF) stations are not covered by regular NOTAM's service, but the Naval Observatory does provide certain information at (202) 653-1757.

(4) Global Positioning System (GPS) NOTAM's. At present the GPS system is not covered by NOTAM's. GPS NOTAM requirements and specifications are currently under development.

(5) International NOTAM's. The means for transmission of International NOTAM's differs from that used for domestic NOTAM's. International NOTAM's are transmitted electronically to those operators that have arranged to receive them, and they are available, on a request-reply basis, for those offices Operators may need to establish procedures or systems to develop or disseminate flight safety information concerning areas not covered by domestic or international NOTAM's, such as isolated airports or offshore operations.

(7) Limitations of FSS NOTAM Briefings. Inspectors and operators alike should be aware that printed NOTAM's contained in the biweekly, Notices to Airmen, are not provided by the FSS specialist unless specifically requested. Also, lengthy and graphically depicted NOTAM's, because of their complexity, are normally not obtainable during a telephone FSS briefing. Notwithstanding the above limitations, POI's must ensure that operators that direct their crews to obtain FSS briefings also make the following information available to flight crew and operational control personnel: electronically transmitted NOTAM's, local NOTAM's and other flight safety data, such as special notices and information from the Airport Remarks Section of the A/FD.

C. Track Messages. Messages containing the coordinates of routes to be followed on flexible track systems such as the North Atlantic organized track structure are transmitted approximately every 12 hours. Western Pacific and Northern Pacific Track NOTAM's are available as international NOTAM's under the location identifiers of the respective air route traffic control center; examples are Oakland Center (KZOA) or Anchorage Center (PAZA). Flight crews operating over these routes are required to have all current valid track coordinates available in the cockpit to verify flight plan coordinates, should an in-flight re-routing become necessary. Inspectors must ensure that an operator's operational control personnel have this information for flight planning and flight monitoring purposes.

safety inspector (ASI) (operations).

B. Coordination Requirements. This task may require coordination with the regional Flight Standards division, a designated FAA navigation specialist, the headquarters Safety and Analysis Branch, AFS-540, the airworthiness unit, and the avionics unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Advisory Circular (AC) 91-70, Oceanic Operations
- FAR Parts 61 and 91
- TSO C-94
- Annexes to the Convention on International Civil Aviation

B. Forms.

- FAA Form 8000.36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- Format for an LOA to Operate in the NAT MNPS (figure 222-1)
- Format for Letter to Renew an LOA (figure 222-2)

5. THE APPROVAL PROCESS. The approval process for oceanic operations is used to ensure that those operations meet regulatory standards and provide for safe operating practices. The process consists of five phases that result in approving or not approving an applicant's proposal. The inspector must:

- accurately assess the character and scope of the proposal;
- determine if a demonstration is required;
- determine the need for any coordination requirements;
- ensure that the operator has a clear understanding of the minimum requirements that constitute an acceptable submission; and

tor. During initial inquiries, it is important for the FAA and the operator to become familiar with the subject matter in section 1 of this chapter. Authorization for operations in NAT MNPS airspace requires FAA approval of crew qualifications as described in AC 91-70, approval of equipment installation and maintenance procedures, and verification that the ICAO Annex 6 requirements for navigation equipment redundancy are satisfied. Program Tracking Report Subsystem (PTRS) entries will ensure that a data base of all FAA approvals for operation in special use airspace is maintained and available. Additionally, reports of oceanic operations deviations will be available from PTRS entries. These data bases will ensure that the United States meets two specific obligations as an ICAO member state. These obligations are that the states should maintain detailed records of all current international general aviation (IGA) approvals; and that the responsibility for enforcement of flight rules that apply over the high seas rests with the aircraft's state of registry or the state of the operator.

9. PHASE ONE. Phase one is initiated when an applicant inquires about the need for an LOA.

A. Purpose of the LOA. Under FAR § 91.705, operators of U.S. registered aircraft must be authorized by the Administrator to conduct operations in special use airspace. The issuance of an LOA (or operations specifications) satisfies the requirements of FAR § 91.705(b). All LOA's will have a PTRS tracking number and expiration date. Renewal of the LOA may be accomplished by letter if the aircraft's equipment or the person responsible for international crew qualifications have not changed since the issuance of the previous LOA. If new equipment has been installed or a different person is responsible for international crew qualifications, a new application for an LOA must be made in the same manner as that required for the initial LOA. LOA's or LOA tracking numbers must be carried on the aircraft at all times when operating in MNPS airspace. The type of operation authorized will be specified in the LOA. These include unrestricted MNPS airspace authorization, restricted authorization for routes requiring one LRNS, routes for aircraft with short-range navigation equipment,

validity period.

(3) Current LOA holders will be required to obtain a new LOA by October 1, 1996. New LOA's can be obtained in person or by mail by submitting a letter of request (in duplicate) in the format shown in figure 222-2. The request must include all of the information required in the standard LOA format shown in figure 222-1. One copy of the request will be retained in the district office. If the request is approved, the office manager will sign the other copy and return it to the operator. The signed copy will constitute authorization to operate in the NAT MNPS. Upon receipt of a signed LOA, operators must return any previously issued LOA to the district office within 30 days.

B. Applicant-FAA Communication. In phase one, the inspector must ensure that the operator clearly understands the requirements that must be met for the proposal to be approved by the FAA. It is essential for the operator to understand that, although the inspector may provide advice and guidance, the proposal submitted to the FAA for approval is solely the operator's responsibility. The operator must be informed of the benefits of submitting required documents as early as possible. The operator must also be aware of the responsibility to advise the FAA, in a timely manner, of any significant changes in the proposal.

C. Authorization Criteria for Issuance of LOA's. A listing of FAR pertinent to international operations is located in figure 222-4. Before receiving approval for operations in oceanic airspace, the operator must meet the following requirements:

(1) the required navigation and communication equipment must be inspected and approved;

(2) the aircraft must be properly registered and certificated as airworthy;

(3) the operator must develop a journey log in accordance with Article 34 of the Convention on International Civil Aviation (ICAO). The Article states, in part, " There shall be maintained in respect to every aircraft engaged in international navigation a journey operation in international airspace. Crews must meet the applicable requirements stated in section 1, paragraph 7D of this chapter. If the inspector determines the crew's qualifications to be inadequate, a validation test will be required. Qualifications for the issuance of an LOA may be satisfied by one of the following:

(a) Completing an operator's oceanic operations training program.

(b) Completing a commercial oceanic operations training program.

(c) Submitting military training records indicating prior oceanic operations experience.

(d) Other methods indicating to the inspector that the operator has been assured that the crew can safely conduct oceanic operations (Examples could include written or oral testing)

NOTE: Specific training is not required by the FAR or by Annex 2 to the ICAO Rules of the Air. Inspectors should exercise a great deal of latitude in determining qualifications. For example, a record of previous flights in MNPS airspace without incident is sufficient to indicate that the crew is qualified.

(5) For a crew to be considered as being qualified for oceanic operations, crew members must be knowledgeable in the following subject areas:

(a) ICAO operational rules and regulations;

(b) ICAO measurement standards;

(c) use of oceanic flight planning charts;

(d) sources and content of international flight publications;

(e) itinerary planning;

(f) FAA international flight plan, ICAO flight plan, and flight log preparation;

(g) route planning within the special use airspace where flights are to be conducted;

(h) en route and terminal procedures - different from U.S. procedures;

(m) specific en route navigation procedures for each type of navigation equipment required for use in the special use airspace; and

(n) emergency procedures, including required emergency equipment, search and rescue techniques, navigation equipment failure techniques, and communication equipment failure techniques.

11. PHASE TWO. Phase two begins when the operator formally submits a proposal for FAA evaluation. The FAA makes initial examination of the documents for completeness with respect to requirements established in phase one. As a result of phase two, the proposal is accepted or returned with an explanation of deficiencies.

A. Initial Action. In phase two, the inspector's initial action is to review the operator's submission to ensure that the proposal is clearly defined and that the documents specified in phase one have been provided. The required information must be complete and detailed enough to permit a thorough evaluation of the operator's ability and competence to fully satisfy the applicable regulations, national policy, and safe operating practices in oceanic operations. The inspector also queries the Flight Standards Automation System data base to obtain the flightcrew's accident, incident, and pilot violations history to determine eligibility, and to ascertain whether the aircraft registration and operator citizenship satisfy the requirements of FAR Part 47. Authorization for operations in special use airspace requires that an individual U.S. citizen be responsible for crew performance in MNPS airspace. Phase two does not include a detailed operational and technical evaluation or analysis of the submitted information (see phase three). However, in phase two the submission must be examined to assess the completeness of the required information.

B. Unsatisfactory Submission. If the operator's submission is not complete or the quality is obviously unacceptable, it must be immediately returned before any further review and evaluation is conducted.

(1) Normally, an unacceptable submission is returned with a written explanation of the reasons for its return.

is acceptable, the operator is informed, and phase three begins.

C. Status Reports. It is important for the inspector involved to keep the operator advised of the status of the proposal. If the inspector takes no other action, or if the submission is deficient and not returned in a timely manner, the operator may assume that the FAA has tacitly accepted the submission and is continuing with the process. Timeliness of action depends on the situation and on the inspector's judgment.

13. PHASE THREE. During phase three, the FAA evaluates the operator's formal proposal for compliance with the FAR, compliance with the direction provided in this Handbook, and compliance with other safety-related documents and safe operating practices. If the results of the evaluation are unsatisfactory, the proposal is returned to the operator for correction and/or termination of the phase. Planning of phase four (if required) may begin during phase three. When the results of the evaluation are satisfactory, proceed with phase four (if a demonstration is required) and grant conditional approval or acceptance, if appropriate. Proceed to phase five if a demonstration is not required.

A. Detailed Analysis. Phase three is the FAA's detailed analysis, review, and evaluation of the operator's proposal. In phase three, the FAA evaluation is focused on the form, content, and technical quality of the submitted proposal.

B. Evaluation Criteria. The inspector must ensure that the documents adequately establish the operator's ability and competence to conduct operations safely in accordance with the submitted proposal. Operators must present their aircraft at a location convenient to the operator and the inspectors. A representative minimum flightcrew must accompany the aircraft to the inspection site for evaluation of the crew's qualifications to operate navigation and communication equipment in accordance with the approved manual. Additional crews do not need to be present during this inspection, but a representative of the operator will be required to certify, by the sign-

C. Equipment Manuals. Operations manuals are required for all navigation equipment. These manuals must contain the material required to define all operational limitations associated with the system's performance. For example, in the case of a station referenced system, the manual would include details of the areas where an adequate signal level may be received or, in the case of an inertial system, any limitations of the system's ground alignment and of the time period within which adequate navigational performance within specified limits can be reasonably assured.

D. Addressing Deficiencies. During phase three the inspector must address any deficiencies in the submitted material in a timely manner before proceeding to subsequent phases. Discussion with the operator may be sufficient to resolve certain discrepancies or questions or to obtain additional information. It may be necessary to return certain portions of the submission to the operator for specific changes. However, when an inspector determines that, for specific reasons, the material is unacceptable, the inspector must return the proposal to the operator with an explanation and immediately terminate the process and close the PTRS file. If the results of the evaluation are acceptable and a demonstration is necessary, the inspector may need to grant conditional, initial, or provisional approval of the proposal, pending the results of the demonstration, before continuing with the process.

E. Phase Four Planning. An important aspect of phase three is for inspectors to begin planning the conduct of phase four. While evaluating the operator's formal proposal, inspectors should begin to formulate plans to observe and evaluate the operator's ability to perform, if necessary. These plans must be completed before the actual demonstrations. Inspectors should be aware that situations may arise when a crew that has been conducting oceanic operations under FAR Part 135 requests approval to operate under FAR Part 91, or vice versa. In either case, the inspector may grant credit for the previous operational experience if it is determined that operations can be safely conducted under either set of regulations.

test is required, it will be necessary to complete this phase in accordance with FAA Order 8400.10, Air Transportation Operations Inspector's Handbook, volume 3, chapter 9.

B. Evaluation Criteria. Criteria for evaluating an operator's eligibility for an LOA are described in section 1 of this chapter.

C. Handling Discrepancies. The inspector must plan for the conduct and observation of the validation test, including such items as participants, evaluation criteria, and sequence of events. During these tests it is normal for minor discrepancies to occur. Discrepancies can often be resolved during the tests by obtaining commitments from responsible company officials. Inspectors may also request the assistance of the regional oceanic focal point or an FAA navigation specialist during this phase. If any questions should arise with regards to the issuance of an LOA, principal inspectors should request guidance from a navigation specialist at one of the following locations: the San Francisco (SFO) International Field Office (IFO) at (415) 876-2765, the New York (NYC) Flight Standards District Office (FSDO)-15 at (718) 553-1848, or the Safety and Analysis Branch, AFS-540, at (703) 661-0333.

(1) The inspector responsible for overseeing a demonstration must evaluate each discrepancy in terms of its overall impact on the operator's ability and competence to conduct the proposed operation.

(2) The inspector must stop the demonstration in phase four when deficiencies or unacceptable levels of competency are observed. The inspector must identify the phase of the general process to which the applicant must return or decide to terminate the process entirely. If the demonstration is unacceptable because crewmembers were unable to perform their assigned duties, it may be appropriate to advise the operator that the process is terminated and a new proposal should be submitted.

D. Acceptable Demonstrations. If the FAA evaluation of the operator's demonstrated ability is acceptable, the process continues. An operator will not, under any circumstances, be authorized or other-

tory completion of the aircraft and crew inspection, the inspector issues the approval. The inspector assigns an authorization number in the manner prescribed in paragraph D below, enters the issue date and expiration date, checks one of the approval blocks (MNPS or RVSM) enters the information into the PTRS system and gives the original letter, signed by the district office manager, to the operator.

NOTE: Inspectors issuing an LOA for routes approved for aircraft with short-range navigational equipment must note this limitation on the LOA. The limitation should be entered as follows: A statement "All routes authorized for aircraft with short-range navigation equipment in chapter 222, section 2, FAA Order 8700.1."

NOTE: All LOA's must contain entries for each of the categories listed in figure 222-1. Respond to every item contained in figure 222-1. For example, the category "crew training conducted by" may have an entry of "none," "self," "company training," or the name of a commercial oceanic training course.

B. Acceptances. Other proposals, submissions, or requests not requiring specific FAA approval but required to be submitted to the FAA, are items that are presented for acceptance. Acceptance of an operator's proposal may be accomplished by various means including a letter, verbal acceptance, or by taking no action, which indicates there is no FAA objection to the proposal.

C. Conditional Approval or Acceptance. Sometimes FAA approval or acceptance of an operator's proposal may be conditional in nature. For example, a training program may be initially approved, provided the simulator to be used in that program receives approval from the National Simulator Evaluation Team.

D. Assign an Authorization Number. Inspectors must compose an authorization number to be included on the authorization for tracking purposes. Utilize the four-place alpha-numeric code for the district office. This code can be located in the district office edit table in the Flight Standards Automation System issuance. If no change of equipment has been made and the same individual is still in charge of crew training in international operations, a new LOA may be issued without a re-inspection of the aircraft or a validation flight.

21. DENIAL OF A REQUEST FOR AN LOA. If an operator is unable to satisfy all requirements for issuance of an LOA, the inspector shall deny the request, notify the operator by letter (figure 222-3), and return all submitted documents to the operator.

23. COMPLETION.

A. PTRS. Upon completion of all of the above phases, inspectors should complete a PTRS Data Sheet and then enter the information into the PTRS.

B. Entries. The following specific entries are required for this task:

(1) Enter activity number 1406 for North Atlantic operations. Enter activity number 1408 for other areas.

(2) Under the Miscellaneous item in Section I, enter "MNPS authorization."

(3) Enter the LOA number in the National Use field of Section I.

(4) Make the following entries in Section IV:

(a) Enter Primary/Key code B719.

(b) Enter Opinion code "I."

(c) In the Comment Text field, enter the LOA expiration date.

(5) In Comments field of Section IV, enter "I, B, 199" and the name, address, and telephone number of the individual responsible for operations as stated on the LOA.

25. TASK OUTCOMES. The completion of this task results in:

A. Issuance of an LOA authorizing operations in special use airspace.

B. Renewal of an LOA.

NAVIGATION EQUIPMENT

TYPE/MANUFACTURER/MODEL	PART NUMBER	DATE INSTALLED

COMMUNICATION EQUIPMENT

TYPE/MANUFACTURER/MODEL	PART NUMBER	DATE INSTALLED

Aircraft base of operations (city, state, zip) _____
Name of aircraft owner/operator _____
Crew training conducted by _____
Print name of person responsible for crew operations or agent for service (must be a U.S. citizen) _____
Signature of person responsible for crew operations or agent for service _____
Street address (cannot be a Post Office box) _____
City, state, zip code _____

FOR FAA USE ONLY (To be completed by issuing office)

This approval is for: MNPS only _____ MNPS and RVSM _____
Authorization Number _____
Aircraft limitations (if applicable) _____
Program Tracking and Reporting Subsystem (PTRS) tracking number _____
Date of Issuance _____ Expiration Date _____

This authorization is subject to the conditions that all operations conducted within NAT MNPS airspace are in accordance with FAR § 91.705 and the flight rules contained in International Civil Aviation Organization (ICAO) Annex 2, and that all operations outside of the United States comply with FAR § 91.703 and Annex 2. The person responsible for crew operations or agent for service must accept responsibility for complying with the stated regulations by signing this document. This document is considered invalid until signed. If the person signing this document relinquishes responsibility, changes mailing address, or the aircraft changes ownership or base of operation, this letter becomes invalid and the signee should immediately notify the issuing office of the change. LOA's can be renewed via a letter or fax request submitted at least 30 days prior to the expiration date if no changes have been made. If any changes have been made, application for a new LOA must be made in the same manner as that required for the initial LOA.

_____
[FSDO manager's signature]

[*street address*]
[*city, state, zip*]

Dear Inspector:

Enclosed is an expired Letter of Authorization (LOA) and a completed form requesting a new LOA for operations in Minimum Navigation Performance Specification and/or Reduced Vertical Separation Minimum airspace. [*Format for LOA is in figure 222-1 of this chapter.*]

I/we certify than any changes that have taken place since the expired LOA was issued are reflected on the attached LOA form. I/we further certify that I/we have obtained a copy of the Oceanic Operations advisory circular, and are familiar with its contents.

Sincerely,

[*person's signature responsible for crew operations or agent for service*]

[*typed name of person responsible for crew operations or agent for service*]

[*title*]

[*date*]

NOTE: The letter should be sent to the office that issued expired LOA.

[*street address*] (P.O. Box not acceptable)
[*city, state, zip code*]

Dear [*name*],

Your request for a Letter of Authorization (LOA) to operate in [*name of special use airspace*] airspace has been denied for the following reasons:

_____

_____

_____

You may reapply for an LOA upon correction of the discrepancies listed above. You may contact this office at [*telephone number*] if you have any questions.

Sincerely,

[*inspector's signature who reviewed application*]

[*inspector's name*]

[*title*]

FAR PART 45 - IDENTIFICATION AND REGISTRATION MARKING

SUBJECT	FAR
Nationality and Registration Marks - General	45.21
Display of Registrtation Marks - General	45.23
Size of Registration Marks	45.29
Marking of Export Aircraft	45.31

FAR PART 47 - AIRCRAFT REGISTRATION

SUBJECT	FAR
Registration Required	47.3
Applicants for Aircraft Registration	47.5
* Certification of U.S. Citizenship	47.7
* Voting Trust	47.8
* Corporation not U.S. Citizen	47.9
Evidence of Ownership	47.11
Effective Date of Aircraft Registration	47.39
Invalid Registration	47.43
Cancellation of Certificate for Export	47.47

FAR PART 91 - GENERAL OPERATION AND FLIGHT RULES

SUBJECT	FAR
Survival Equipment for Overwater Operations	91.509
Radio Equipment for Overwater Operations	91.511
Operation of Civil Aircraft of U.S. Registry Outside of the United States	91.703
Operations Within the North Atlantic Minimum Navigation Performance Specifications Airspace	91.705
Flights Between Mexico or Canada and the United States	91.707
Operations to Cuba	91.709

*These regulations have specific importance in regard to international operations. They each contain citizenship requirements relative to the legality of an aircraft registration and will be checked by inspectors upon application for any required LOA.

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1712

3. OBJECTIVE. The objectives of this task are to verify authorization for special use airspace operations or to investigate one of three types of reports of navigation deviations by U.S.-registered civil aircraft: overseas navigation error reports (ONER), overseas altitude deviation reports (OADR), and reports of erosion of longitudinal separation. Successful completion of this task results in completion of a deviation report or verification of authorization for operations in special use airspace. The inspector also recommends action to prevent future deviations, such as equipment replacement, remedial training or counseling, administrative action, or enforcement action. Completion of these tasks may require a cooperative effort between Flight Standards District Offices (FSDO) and/or certificate management offices (CMO).

5. GENERAL.

A. Navigation Performance Concept. The concept of navigation performance involves the precision that must be maintained for the assigned route and altitude within a particular area. Navigation performance is measured by the deviation (for any cause) from the exact centerline of the route and altitude specified in an air traffic control (ATC) clearance. This includes errors due to degraded accuracy and reliability of navigation equipment and/or the flightcrew's competence in using the equipment. Flightcrew competence involves both flight technical errors and navigation errors. Flight technical error is defined as the pilot's accuracy in controlling the aircraft as measured by how closely the aircraft's actual position matches the desired position. Standards of navigational performance vary depending on traffic density and the complexity of the routes flown. Aircraft operating in special use airspace must achieve the highest standards of navigation performance accuracy. Improvements in navigation accuracy benefit aviation through reductions in separation minimums and more cost-effective routing. Flights within the North Atlantic (NAT) minimum navigation performance specification (MNPS) airspace require that the aircraft have approved navigation performance capabilities and be authorized by the Administrator to perform such operations (Federal Aviation Regulations (FAR) § 91.705). This authorization includes all aspects of the expected navigation performance accuracy of the aircraft, navigation equipment, installation and maintenance procedures, and crew navigation procedures and qualifications. FAR Part 91, Subpart H, is applicable to all U.S.-certificated aircraft.

B. MNPS Airspace Requirements for Operations in the NAT. FAR Part 91, Appendix C, defines the limit of NAT MNPS airspace, the required navigation performance capabilities, and the ATC deviation authorizations. FAR § 91.703(a)(1) makes the flight rules contained in International Civil Aviation Organization (ICAO) Annex 2 binding for U.S. operators operating over the high seas. ICAO Annex 2 states that the aircraft "shall adhere to its current flight plan" and "when on an established ATS route, operate along the defined centerline of that route."

C. Separation Minimums. Separation minimums represent the minimum dimensions of a three-dimensional block of airspace assigned by ATC. Separation minimums establish the minimum lateral, vertical, and longitudinal distances used to separate aircraft, and represent the minimum level of overall navigation performance that can be accommodated at any time without jeopardizing safety. Any aircraft deviating by greater than one-half the separation minimums established for that operation has failed to meet the required level of navigation performance and to navigate to the degree of accuracy required for control of air traffic. Separation minimums for U.S. national airspace system operations can be found in Federal Aviation Administration (FAA) Order 7110.65, Air Traffic

letter of authorization (LOA). Operations specifications authorize FAR Parts 121, 125, and 135 operators to conduct operations in designated special use airspace. Experience with the monitoring process has shown that a number of gross errors are attributable to aircraft operating in special use airspace without an adequately qualified flightcrew. ATC units have been asked to notify the ICAO Central Monitoring Agency (CMA) of any flights identified as operating in MNPS airspace without approval for operation in that airspace. In 1990, the NAT Systems Planning Group (SPG) introduced a program of tactical monitoring to help identify aircraft operating in MNPS airspace without approval. Currently Canada, Iceland, and the United Kingdom selectively ask pilots requesting clearance for MNPS airspace to confirm that they have been approved for operation in that airspace. Pilots who are unable to confirm approval or are uncertain of their approval status are rerouted outside of MNPS airspace, and a report is forwarded to the CMA for follow-up.

E. Flights Above MNPS Airspace. ATC may authorize flights to ascend or descend through MNPS airspace. This type of operation does not require an LOA, but the flight must be cleared by the appropriate ATC authority to operate in this manner.

F. FAR Part 129 Operations. Guidance for handling reports of deviations by FAR Part 129 operators will be incorporated into a future change to FAA Order 8400.10, Air Transportation Operations Inspector's Handbook.

7. TYPES OF INVESTIGATIONS. There are three types of navigation/altitude deviations to be must be aware that these investigations are not enforcement investigations, although the findings may result in initiation of enforcement investigations. Representatives from Flight Standards, Air Traffic, and the General Counsel's office have determined that, since a navigation error could occur for several reasons, it would be inappropriate to investigate errors in accordance with the guidelines for investigation of pilot deviations in accordance with the geographic unit concept as contained in FAA Order 8020.11, Aircraft Accident and Incident Notification, Investigation, and Reporting.

A. Reasons for Investigations. The cause(s) of reported navigation/altitude deviations are investigated for numerous reasons. These include promotion of aviation safety, the necessity of ensuring safe and economic flight, and U.S. compliance with international agreements as a member of ICAO. The data gathered during these investigations is used in the risk modeling process conducted by the FAA Technical Center in Atlantic City, NJ, and can lead to a reduction of separation minimums and availability of more economic flight routes in heavily used airspace.

B. Timeliness of Investigations. Investigation of navigation/altitude deviation reports should begin promptly to ensure the availability of evidence needed to establish the cause(s) of the deviation. The nature and extent of the investigation will depend upon factors such as the status of the equipment at the time of the deviation, crew qualifications for oceanic operations, and other factors.

Regulations (FAR), and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination Requirements. This task may require coordination with the regional Flight Standards Division; the regional oceanic focal point; a designated FAA navigation specialist; the avionics unit; AFS-540; and the regional Assistant Chief Counsel.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Advisory Circular (AC) 91-70, Oceanic Operations
- AC 91-RVSM, Approval of Aircraft and Operations for Flight in Airspace Above Flight Level (FL) 290 Where a 1,000 Foot Vertical Separation Minimum is Applied
- AC 90-92, Guidelines for the Operational Use of Loran-C Navigation Systems Outside the U.S. National Airspace System (NAS)
- Annexes to the Convention on Civil Aviation
- FAA Order 8400.10, Air Transportation Operations Inspector's Handbook

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem (PTRS) Data Sheet

C. Job Aids.

- Oceanic Navigation Error Report (ONER) (figure 223-1)
- ONER Supplemental Information Record (figure 223-2)
- Oceanic Altitude Deviation Report (OADR) (figure 223-3)
- OADR Supplemental Information Record (figure 223-4)
- Investigative Report-Erosion of Longitudinal Separation Worksheet (figure 223-5)
- Investigative Report for Special Use Airspace LOA (figure 223-6)

will send an ONER, OADR, or an erosion of longitudinal separation report to the FSDO or CMO best suited to investigate the deviation. Requests to verify a special use airspace LOA are forwarded in the same manner. If the investigation reveals that a FAR violation has occurred, that office will also be responsible for initiating and completing an enforcement investigation report. The FSNFO will also be responsible for the following:

(1) determining the appropriate office (FSDO/CMO) to investigate the reported deviation;

(2) forwarding reports involving military aircraft or other government agency aircraft to the appropriate military command or government authority; and

(3) coordinating with the appropriate FSDO and regional office as required.

(4) reviewing completed investigations to ensure that the findings are correct and that appropriate action was taken; and

(5) forwarding a copy of the completed report to the Technical Programs Division, AFS-400, within 10 days of receipt.

B. Regional Office Responsibilities. Regional Flight Standards divisions shall:

(1) appoint an individual to act as focal point within that region for matters pertaining to oceanic operations;

(2) monitor investigations conducted within that region and ensure that report investigations are completed and the findings are recorded within 45 days of a deviation occurrence;

(3) review actions proposed by FSDO's in that region to prevent recurrence of navigation errors, altitude deviations, erosion of longitudinal separation, and special use airspace operations without an LOA; and

(4) coordinate follow-up action with FSDO's and the FSNFO, as necessary. Forward the completed investigation, with attachments, to AFS-430.

C. FSDO/CMO Responsibilities. Upon receipt of a report, FSDO/CMO's shall:

information record (figure 223-4, 223-5, or 223-6);

(5) take action as necessary to prevent recurrence of the deviation and determine if remedial training, counseling, administrative action, equipment replacement, or enforcement action is the most appropriate course of action and proceed accordingly;

(6) complete the Flight Standards portion of the deviation report;

(7) forward a copy of the completed package to the regional office;

(8) complete the PTRS entry; and

(9) notify the FSNFO when the investigation is completed and entered in the PTRS system (within 45 days of the deviation occurrence).

7. ONER/OADR REPORT INVESTIGATION PROCEDURES.

A. FSDO Report Investigation. Upon receipt of an ONER or OADR, inspectors should familiarize themselves with Items 1-16 (figure 223-1 or figure 223-3). For either an ONER or an OADR, the inspector must complete the following tasks:

(1) Open a PTRS record of the investigation using activity code 1712. Enter the report number assigned by the FSNFO in the National Use field.

(2) Obtain all available flight information, relative to the flight under investigation, from ATC.

(3) Contact the operator and obtain the information needed to complete the investigation, establish the cause, and identify any contributing factors within 45 days. Inspectors should complete the appropriate supplemental information record (figure 223-2, 223-4, or 223-5).

NOTE: Do not use FAA Form 8020-5, Aircraft Incident Record, or other such forms to report supplemental information for this task.

B. ONER Report Completion. Inspectors should complete Items 17-23 on the ONER report form (figure 223-1) and the items listed on the ONER Supplemental Information Record (figure 223-2).

[*date*]."

(3) In Item 19, Cause of Deviation, indicate the most likely cause of the navigation error as determined by the investigation and analysis of the data gathered.

(4) In Item 20, Investigator's Comments, record the investigator's findings and an analysis of the event. Include the number, manufacturer(s), and type(s) of long-range navigation equipment in use at the time of the event.

(5) In Item 21, Corrective Action Recommended or Initiated, enter any action taken with reference to equipment, procedures, or personnel to prevent recurrence of the deviation and improve performance. Enter any recommendations for action in reference to the authorization for operations in MNPS airspace, if pertinent. This section will determine what further action is required. Inspectors must determine if verification of equipment repair or replacement, remedial training or counseling, administrative action, or an enforcement investigation is the best disposition of the ONER. A recommendation may also be made for no further action. Completion of the investigation report does not require that the recommended corrective action be completed.

(6) In Item 22, Flight Standards National Field Office Assigned Report Number, enter the number assigned by the FSNFO.

(7) In Item 23, Attachments, check "yes" or "no" to indicate the additional information that is attached to the report.

(8) Complete the PTRS entry as described in paragraph 17 of this section.

C. OADR Report Completion. Inspectors should complete Items 17-23 on the OADR report (figure 223-2) and items listed on the OADR Supplemental Information Record (figure 223-4). Note that an OADR is often referred to as a Height Deviation Report, particularly by foreign governments.

(1) In Item 17, Operator/Crew Identification and Remarks, enter any operator or crew comments that may identify factors that resulted in or contributed to the navigation error.

(4) In Item 20, Investigator's Comments, record the investigator's findings and an analysis of the event. Include the number, manufacturer(s), and type(s) of altimeter equipment in use at the time of the event.

(5) In Item 21, Corrective Action Recommended or Initiated, enter any action taken with reference to equipment, procedures, or personnel to prevent recurrence of the deviation and improve performance. Enter any recommendations for action in reference to the authorization for operations in MNPS airspace, if pertinent. This section will determine what further action is required. Inspector's must determine if an enforcement investigation, verification of equipment replacement, remedial training or counseling, or administrative action is the best disposition of the OADR. A recommendation may also be made for no further action.

(6) In Item 22, Flight Standards National Field Office Assigned Report Number, enter the number assigned by the FSNFO.

(7) In Item 23, Attachments, check "yes" or "no" to indicate the additional information that is attached to the report.

(8) Complete the PTRS entry as described in paragraph 17 of this section.

9. INVESTIGATE EROSION OF LONGITUDINAL SEPARATION.

A. FSDO Procedures. The FSNFO will forward reports of erosion of longitudinal separation to the appropriate FSDO or CMO. Upon receipt of a request to investigate an incident involving erosion of longitudinal separation, inspectors should contact the operators of both aircraft and obtain the information necessary to complete Part 2 of the Investigative Report, Erosion of Longitudinal Separation Investigation Worksheet (figure 223-5). If an inspector determines that another FSDO or CMO can provide significant input to the investigation because of familiarity with either of the aircraft involved, the inspector should solicit the assistance of that office and record that fact in the Remarks section of Part 1 of the investigation worksheet. The majority of the information required to complete Part 1 of the investigation worksheet will name and address. Post office boxes should not be used as an address unless the inspector has exhausted all means to obtain a street address.

(3) In Item 14, enter aircraft #1's LOA number, if one has been assigned; otherwise, enter one of the following:

(a) date LOA issued and issuing office

(b) "LOA not required"

(c) "LOA required but not obtained"

(4) Items 15 through 17 - repeat Items 12 through 14 for aircraft #2.

(5) In Item 18, record the type of special use airspace where the loss of longitudinal separation occurred, or enter "N/A."

(6) Item 19 - All details of the investigation should be included in this section and copies of any flight strips, weather reports or other data should accompany the submission of the report. Inspectors should request a copy of the flight strip from ATC and a recording of the oceanic clearance for each of the aircraft. If the first aircraft's position reports are consistent with its clearance, the second aircraft most likely caused the erosion of separation. This can be verified by comparing the second aircraft's position reports and clearance. Inspectors should note that erosion of separation, regardless of which aircraft caused the erosion, does not necessarily constitute cause for an enforcement investigation. During oceanic operations, individual aircraft may encounter the effects of a jet stream shift that does not affect other aircraft. When an inspector suspects this type of situation, it may be necessary to investigate all available weather data in determining the cause of the deviation.

(7) Complete the PTRS entry as described in paragraph 17 of this section.

C. Completion of Parts 3A and 3B. Part 3A should be completed only in the event that aircraft #1 experienced a partial or complete flight management system failure. Part 3B should be completed only in the event that aircraft #2 experienced a partial or complete flight management system fail-

(3) Item 22 - This requires only a "yes" or "no" answer.

(4) Item 23 - Time of failure should be entered in UTC and the date of failure entered in this block.

(5) Item 24 - Enter the estimated duration of equipment failure. If the equipment became operational prior to the end of the flight, enter the word "temporary" after the time entry. If the equipment failure was total (until the end of the flight), inspectors should attempt to obtain the name and location of the repair station and note this information in the Remarks section of Part 1.

(6) Item 25 - The time entered in this item should be the UTC when the aircraft departed the special use airspace. If the flight did not take place in special use airspace, enter "N/A."

(7) Item 26 - Enter the time in hours and minutes that the equipment failed while in special use airspace. If more than one unit failed, list time for each. If the flight was not in special use airspace, enter "N/A."

(8) Item 27 - If ATC was advised of the failure by the crew, enter the time ATC was advised. If multiple units failed, enter the time for each. If ATC was not advised, enter "not advised."

11. VERIFICATION OF SPECIAL USE AIRSPACE LOA's.

A. FSDO/CMO Procedures. Upon receipt of a request to verify an LOA, inspectors should contact the aircraft operator and obtain the information necessary to complete the Investigative Report for Special Use Airspace LOA (figure 223-6).

B. Unauthorized Operations. Unauthorized operation in special use airspace is a violation of FAR § 91.703. Inspectors should include as much detail as possible when completing figure 223-6, as this information may become an Item of Proof in an enforcement investigation. Most of the items in Part 1 are self-explanatory, and the information should be provided by the reporting agency. If any items in Part 1 are incomplete, inspectors should attempt to

(c) "LOA required but not obtained"

(2) Item 10 - List the special use airspace for which the LOA was issued. If the LOA was issued before 1994 and the type of airspace was not specified, note "airspace not specified."

(3) Item 11 - Answer "yes" or "no." If the answer is yes, list the equipment manufacturer, model, serial number (if available), and date of removal.

(4) Item 12 - Answer "yes" or "no." If the answer is yes, list the equipment manufacturer, model, serial number (if available), and date of installation.

(5) Item 13 - Answer "yes" or "no." If the answer is yes, list the equipment manufacturer, model, serial number (if available), and date of removal.

(6) Item 14 - Answer "yes" or "no." If the answer is yes, list the equipment manufacturer, model, serial number (if available), and date of installation.

(7) Item 15 - This question should be answered "yes" only if the crew experienced any type of navigation or altimeter failure(s) during the flight for which the LOA verification report is being prepared. If failure occurred during the flight, identify the type of equipment (altitude or navigation), manufacturer, model, serial number (if available), date and time of failure, and approximate altitude and longitude at the time of failure. If the answer to this question is "no," then no additional information is required.

(8) Item 16 - Answer "yes" or "no." If the answer is yes, list the most recent international training course and date of completion.

(9) Item 17 - The date listed should be the date of the most recent initial or recurrent training, as appropriate. Do not list the date noted in Item 16.

(10) Item 18 - The response to this question depends upon the information obtained by interviewing the PIC. If the inspector is unable to answer this question, the circumstances preventing a response should be noted.

(11) Complete the PTRS entry as described in paragraph 17 of this section.

by the current owner. If the current owner of an aircraft cannot be located, a certified letter should be sent to the owner, at the address of record. The letter should inform the owner that authorization for operation in special use airspace will be cancelled in 30 days unless the owner contacts the inspector and the matter is resolved. The following paragraphs provide examples of special situations that may be encountered, and include recommendations for resolving those situations:

A. Change in Aircraft Ownership. A U.S. owner sells an aircraft to a foreign national and refuses to give the inspector details regarding the sale, and the owner claims that deregistration papers were sent to the Aircraft Certification Branch in Oklahoma City. Change in an aircraft's ownership negates an aircraft's registration under FAR § 47.41. This applies regardless of whether the ownership change is domestic or international. If the previous owner is still the certificate holder at the time of a deviation, that owner should be advised of the liability implications of the new owner operating an unregistered aircraft. Every attempt should be made to obtain information about the new aircraft owner. Inspectors should advise the owner of the potential for future liability as noted above. If still unable to obtain cooperation, contact the regional oceanic operations focal point and AFS-540.

B. Corporate Ownership of Aircraft. An aircraft cited in a deviation report is found to be registered to a lending institution such as a bank or a savings and loan. Inspectors should contact the lending institution and advise them that an operational deviation has been reported and that it is necessary to contact the aircraft operator to possibly prevent legal action. If the institution is uncooperative, they too can be advised of the potential for future liabilities and enforcement action. If the inspector is still unable to determine the operator, notify the regional oceanic operations focal point and AFS-540.

C. Sale to a Foreign Country. An aircraft cited in a deviation report is found to have been sold to a foreign country. Inspectors should obtain as much detail as possible about the sale and return the

a Letter of Authorization for Operations in Special Use Airspace, for training curriculum content requirements for oceanic operations.)

E. Omega/VLF-Equipped Aircraft. Figure 223-7 is a sample of a form used by the U.S. Coast Guard and the Omega Association to provide information that will further their cooperative efforts to improve Omega navigation. Inspectors should encourage operators of Omega-equipped aircraft to provide this information during investigation of deviations by those aircraft. The information should become part of the investigation report.

15. EXAMPLES OF DEVIATION INVESTIGATIONS THAT REQUIRE ENFORCEMENT ACTION. While conducting investigations of navigation/altitude errors, inspectors should be alert for the following situations.

A. When applicable, ensure that the aircraft involved were authorized to operate in MNPS airspace in accordance with FAR § 91.705.

B. Ensure that the aircraft was equipped with the appropriate radio equipment in accordance with FAR § 91.511.

C. Ensure that the pilots have the proper qualifications to operate the navigation systems, which includes having the ability to monitor the progress of the flight and to resolve discrepancies between the navigation systems.

D. Determine if the following occurred:

(1) the aircraft was flown contrary to ATC instructions and in violation of FAR § 91.123. (ICAO Rule 3.6 Annex 2).

(2) the aircraft was flown off course in violation of FAR § 91.181. (ICAO Rule 3.6 Annex 2).

(3) the pilot was careless by inserting incorrect waypoints in the navigation system in violation of FAR § 91.13. (ICAO Rule 3.1 Annex 2).

17. TASK COMPLETION.

(a) "ONER" for oceanic navigation error report.

(b) "OADR" for oceanic altitude.

(c) "EOLS" for erosion of longitudinal separation.

(d) "LOAV" for LOA verification

(4) In Section II, Personnel, list the names of the crewmembers and note their certificate numbers in the Remarks column.

(5) In Section III, Equipment, if equipment failure contributed to the deviation, list the equipment in this section.

(6) In Section IV, Comment Section, enter the following codes as appropriate:

(a) For an ONER, enter Primary/Key code C741.

(b) For an OADR, enter Primary/Key code C729.

(c) For a report of erosion of longitudinal separation, enter Primary/Key code C749.

(d) For an LOA verification, enter Primary/Key code C311.

(7) Enter appropriate opinion code.

(8) In the Comment Text section, record the responses to all items on the appropriate report tion of the report, notify the FSNFO by the most expeditious means (telemail, fax, E-mail) by forwarding the report's FSNFO assigned report number, the PTRS record number for that report, and the date of completion.

19. TASK OUTCOMES. Completion of this task may result in one of the following:

A. Verification of authorization for operations in special use airspace.

B. Administrative action against an airman or certificate holder.

C. Remedial training or counseling of an airman.

D. An airworthiness or avionics inspector may inspect the aircraft to determine if defective equipment that caused the deviation has been repaired or replaced, as appropriate, and to determine if the pilot made a malfunction report as required by FAR § 91.187.

D. Enforcement action may be initiated against an airman or certificate holder.

21. FUTURE ACTIVITIES.

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B. Cancellation of an LOA.

C. Change in operations specifications.

D. Initiation of enforcement action.

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Please check all appropriate items. Attach a copy of the affected pages.

[ ] An error (procedural or typographical) has been noted in Volume _____, Chapter _____, Section _____, paragraph _____ on page _____.

[ ] Recommend Volume _____, Chapter _____, Section _____, paragraph _____, page _____, be changed as follows: (Attach separate sheets if necessary).

[ ] Recommend a change to national policy in Volume _____, Chapter _____, Section _____, paragraph _____, on page _____ as follows:

[ ] In a future change to this order, please cover the following subject (briefly describe what you want added):

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time critical and/or temporary concerns. The FSIB enables the Flight Standards Service to disseminate information quickly to the community. The FSIB does not replace the handbook bulletin nor is it incorporated directly into handbook text. FSIB's for general aviation (FSGA) should be retained in appendix 4 of this order. The following list of FSGA's denotes current, expired, cancelled, and amended bulletins.

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