

## Sample Evaluator's Checklist for FAA Practical Test

### *FAA Practical Test Appointment*

Date of Test \_\_\_\_\_ Location: \_\_\_\_\_  
 Applicant Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 Telephone \_\_\_\_\_  
 Email \_\_\_\_\_  
 School (Part 141?) \_\_\_\_\_  
 Instructor Name \_\_\_\_\_  
 Instructor Telephone \_\_\_\_\_  
 Practical Test Type \_\_\_\_\_  
 Retest? \_\_\_\_\_ If yes, Notice of Disapproval \_\_\_\_\_  
 Aircraft Make/Model/Equipment \_\_\_\_\_ Registration \_\_\_\_\_

#### **Documentation**

- Class and date of medical, if applicable (current?)
- Foreign student requirements; TSA; Letter of Verification of Authenticity
- Valid knowledge test results. Deficiencies reviewed?
- Aircraft - certificates, maintenance records, logbooks, and equipment
- IACRA Application (8710-1) completed and signed by instructor (if required)
- Special considerations - drug convictions, medical deficiencies
- Identification - photo/signature ID (current)
- Flight time records and requirements (mark required times and cross-countries)
- Required endorsements

#### **Airman Certification Standards**

- Familiar with the ACS?
- Which one/date do you have?

#### **Practical Test Flight Planning**

- Assign cross-country plan - location, time of departure (night?)
- Weight and balance computations
- Aircraft performance computations
- Flight planning facilities and weather briefing
- Review technology utilization (Advisory Circular) and information technology

#### **Administrative**

- Fee schedule and fee policy (must notify of fees before accepting application)
- Ask for FTN for IACRA (to review knowledge test report for Plan of Action)
- How to contact me

*Establish Eligibility*

- ❑ Welcome and make introductions
- ❑ Facilities overview
  - ❑ Privacy, Exits
  - ❑ Restrooms
  - ❑ Water, snacks
  - ❑ Telephones off
- ❑ Confirm type of practical test and if a retest
- ❑ Qualify the applicant
  - ❑ Application (8710-1)
  - ❑ Photo/signature Identification (Note type on 8710-1 and return)
  - ❑ Airman Certificate
  - ❑ Medical (note date and limitations)
  - ❑ Foreign License and Letter of Verification of Authenticity (if applicable)
  - ❑ Knowledge test results and review endorsement (if needed)
  - ❑ Pilot logbook and/or training records
    - ❑ Verify flight times and endorsements
  - ❑ Applicant signs IACRA 8710
- ❑ Qualify the aircraft
  - ❑ Review maintenance records per Order 8900.2
    - ❑ Instrument or ATP current NavData
    - ❑ Inoperative equipment

*Pre-Test Briefing*

- ❑ Current navigational charts and/or current NavData on Electronic Flight Bag
- ❑ Advise applicant that
  - ❑ The test will be done in accordance with the FAA ACS(s) and FAA Order 8900.2
  - ❑ Also will use Plan of Action (describe what it is)
  - ❑ Will be taking notes during test for debriefing
  - ❑ Note that perfection is not the standard
  - ❑ Oral questioning will be continued throughout all portions of the test
- ❑ Three possible outcomes
  - ❑ Temporary certificate
  - ❑ Letter of discontinuance
    - ❑ Conditions leading to letter of discontinuance
  - ❑ Notice of disapproval
    - ❑ Conditions leading to disapproval
- ❑ Any questions before we begin the test?
- ❑ Announce "test has begun"

*Pre-Flight Briefing*

- ❑ Brief flight profile (overall scenario)
  - ❑ If in FSTD, it will be real-time as if in aircraft
- ❑ Applicant remains PIC under 14 CFR Part 61.47 during entire flight (discuss actual instrument conditions)
- ❑ Simulated emergencies
  - ❑ DPE action/announcement
  - ❑ Engine failure - takeoff and landing
  - ❑ Other emergencies
  - ❑ Feathering
- ❑ Actual emergencies
  - ❑ Engine failure
  - ❑ Other emergencies
- ❑ Transfer of controls (brief me how it will be done)
- ❑ Collision avoidance (air and ground)
  - ❑ Looking for reported and *unreported* traffic
  - ❑ Clearing prior to maneuvering
  - ❑ Primary responsibility
- ❑ Preflight duties
  - ❑ Weight and balance
  - ❑ Performance
  - ❑ First flight of day
  - ❑ VFR/IFR requirements
  - ❑ Aircraft systems
  - ❑ MEL
- ❑ Oral questions will continue throughout the test
- ❑ Focus on normal operations
- ❑ Exercise PIC authority *at all times*
- ❑ Testing with POA will continue IAW ACS (s)
- ❑ Will continue to take notes
- ❑ Continue/discontinue if task is unsatisfactory
- ❑ Any questions? Are you ready for the flight evaluation?
- ❑ Return aircraft documents to the aircraft
- ❑ Observe entire pre-flight preparation and pre-flight inspection (refer to overall scenario and/or scenario triggers for topic questions)

*Post-Test Briefing (Debriefing)*

- ❑ Ensure that applicant is debriefed in private. (Encourage the recommending instructor to be present)
- ❑ Reaffirm the outcome of the test
- ❑ Use notes taken to debrief performance (Highlight areas that were above standard)
- ❑ Satisfactory practical test outcome
  - ❑ Complete paperwork
  - ❑ Have the airman sign the temporary certificate
  - ❑ Advise that temporary is valid for 120 days
  - ❑ What to do if certificate is not received
  - ❑ Offer to sign airman's logbook
- ❑ Unsatisfactory practical test outcome
  - ❑ Allow the applicant time alone while paperwork is completed
  - ❑ Use the ACS to explain reasons for disapproval
  - ❑ Advise the applicant of timeframe to retest and to keep the Notice of Disapproval
  - ❑ Return the knowledge test to the airman (if applicable)
  - ❑ Offer to sign the airman's logbook (not required)
- ❑ Letter of Discontinuance
  - ❑ Review items that need to be completed
  - ❑ Return the knowledge test to the airman (if applicable)
  - ❑ Advise timeframe to retest and to keep Letter of Discontinuance
  - ❑ Offer to sign the airman's logbook