

## CHAPTER 15. ACCOMPLISH DESIGNATION/CONDUCT PILOT PROFICIENCY CHECKS AS A PILOT PROFICIENCY EXAMINER

### SECTION 1. BACKGROUND

**1. OBJECTIVE.** The objective of this task is to qualify for designation as a proficiency pilot examiner (PPE), complete the procedures required for initial designation, and conduct Pilot-in-Command (PIC) proficiency checks as authorized. Successful completion of this task results in designation as a PPE and the appropriate exercise of the examiner's authority.

**2. GENERAL.** Where the Flight Standards District Office (FSDO) determines need at a specific location, the federal aviation administration (FAA) designates a PPE to conduct Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.58 PIC proficiency checks in aircraft and/or simulators. FSDOs designate PPEs at locations which best serve the interests of the aviation industry and the FAA. The FSDO considers carefully the employer's attitude regarding the candidate's acceptance of this responsibility.

*A. Geographic Area.* A PPE's testing privileges are not limited to the examiner's base of operations or the supervising FSDO's geographical area of responsibility.

*B. Designation Outside the United States.* A PPE may be designated to serve outside the United States, provided that the PPE serves U.S. citizens abroad or operators of U.S.-registered aircraft and the examiner's activities can be supervised by an appropriate FAA office. An examiner who is designated to serve outside the United States or its possessions does not need to be a U.S. citizen.

*C. PPE Authorizations.* PPEs are authorized to conduct proficiency checks required by 14 CFR § 61.58, as specified by the examiner's Certificate of Authority and/or letter of authorization (LOA).

(1) PPEs may charge each applicant a reasonable payment for their services. The PPE shall inform the applicant the amount of the payment required before accepting the application. The PPE shall explain to the applicant that the amount of the fee for administering the proficiency check has no bearing on the outcome of the

proficiency check because the two actions are totally independent of one another. The applicant should clearly understand this before the examiner accepts the application.

(2) PPEs are authorized to endorse an applicant's logbook and/or flight record to show satisfactory completion of a proficiency check.

(3) All proficiency checks are conducted in compliance with the Airline Transport Pilot PTS [appropriate aircraft].

#### *D. Limitations.*

(1) A PPE shall not conduct a proficiency check in any aircraft for which the examiner does not hold a category, class, and type rating.

(2) A PPE shall not conduct a proficiency check in a multiengine airplane, turboprop, or turbojet aircraft other than the make and model for which the PPE holds a Certificate of Authority and/or LOA.

(3) A PPE shall not conduct certification practical tests.

*E. General Eligibility Requirements.* A candidate for designation as a PPE:

(1) Must be at least 21 years old.

(2) Is not required to be a U.S. citizen.

(3) Must have a good record as a pilot and a reputation for integrity and dependability in the industry and the community. Applicants who have had their pilot certificate revoked for falsification or forgery are ineligible. Under unusual circumstances, the regional flight standards division manager may grant a waiver.

(4) Must be willing to serve the public outside the examiner's organization upon reasonable request by an applicant.

(5) Must hold an Airline Transport Pilot (ATP) certificate or a commercial pilot certificate with an instrument rating and, for PPEs authorized for aircraft, a type rating for the type of aircraft authorized.

(6) A PPE must hold PIC privileges for the type of aircraft authorized while acting in an official capacity as a PPE.

(7) A PPE authorized in aircraft must hold a current third-class medical certificate. A PPE authorized in simulators and who is administering a proficiency check in a flight simulator is not required to hold a current medical certificate.

(8) A PPE who holds a turbojet simulator authorization must hold a turbojet rating on his/her pilot certificate. However, the rating does not need to be in the same type aircraft that the simulator represents.

(9) A PPE who holds an authorization for turboprop airplanes in simulators only does not need to hold a turboprop type rating on his/her pilot certificate.

**3. EXPERIENCE REQUIREMENTS FOR DESIGNATION AS A PPE.** To be eligible for designation as a PPE, a candidate must meet the following experience requirements, appropriate to the designation sought.

*A. PPE—Airplane.* The candidate must have at least:

(1) As PIC, 2,000 hours including 300 hours as PIC in large/turbine-powered airplanes, including 50 in each large/turbine-powered aircraft for which authorization is sought (for additional aircraft, 25 hours); and

(2) Of instrument time, 150 hours including at least 50 hours in actual instrument conditions.

*B. PPE—Rotorcraft.* The candidate must have at least:

(1) As PIC, 2,000 hours including 300 hours as PIC in large/turbine-powered helicopters, including 50 in each large/turbine-powered helicopter for which authorization is sought (for additional helicopters, 25 hours); and

(2) Of instrument time, 100 hours (actual or simulated), including 25 hours in helicopters.

*C. PPE—Simulator.* The candidate must have at least:

(1) As PIC, 2,000 hours including 150 hours of instrument time;

(2) Of instructor time, 200 hours in the type simulator for which authorization is sought; and

(3) Satisfactorily completed a formal ground school and simulator program on the aircraft type for which a simulator authorization is sought.

**4. EXCEPTIONS.** A recommendation for the designation of a candidate who does not meet all of the applicable eligibility and experience requirements will be forwarded to the regional flight standards division manager for consideration. The recommendation should include a statement of all special circumstances affecting the designation. The division manager's approval is required before any commitment is made or an authorization issued.

**5. APPLICATION.** A person may submit an application for designation as a PPE to the FSDO at any time. The applicant must complete an FAA Form 8710-10, National Examiner Board—Designated Pilot Examiner Candidate Application, which can be obtained from a FSDO or via the internet. The completed application should be submitted to the supervising FSDO.

**NOTE: Do not send the application to the National Examiner Board. The FSDO will notify the applicant when he or she is being considered for designation.**

**6. PRACTICAL TEST.** The check for an initial designation as PPE will consist of an oral element, an aircraft element, and/or flight simulator (FS)/flight training device (FTD) element, if an FS/FTD element is appropriate to the designation sought. The testing elements will be to determine the candidate's knowledge and flight proficiency regarding the requirements for PIC proficiency checks. Performance on the check will determine the candidate's ability to effectively evaluate the proficiency of other pilots.

*A. Method of Testing.* The supervising inspector may elect to observe the examiner candidate conducting a proficiency check for an actual applicant. The inspector will evaluate the candidate's performance while the candidate evaluates the applicant's performance.

*B. Practical Test Criteria.* Practical test criteria stated in chapter 2, section 1, paragraphs 6A through C, should be applied to proficiency checks to the extent appropriate.

*C. Training.* The inspector will provide training for the candidate on the procedures to be used in evaluating the performance of applicants for proficiency checks.

## **7. CERTIFICATE OF AUTHORITY AND LOA.**

Upon the PPE candidate's satisfactory completion of all the testing elements and designation requirements, the FSDO will issue the PPE a certificate of authority and an LOA stating the types of aircraft and/or simulators for which the examiner is authorized to conduct proficiency checks. The LOA is valid only as long as the certificate of authority is current and expires when the examiner's designation expires.

*A. Simulators Only.* The FSDO will substitute the word "simulator" for the word "airplane" on the examiner's Certificate of Authority if the examiner is authorized to conduct proficiency checks in simulators only.

*B. Airplane and Simulator.* A Certificate of Authority noting "airplane" also authorizes the PPE to conduct proficiency checks in a simulator for the type of airplanes authorized.

**8. ADDITIONAL DESIGNATIONS.** An additional designation may be issued to an examiner by completing the same procedures used for original designation.

*A. Demonstration of Competency.* Each additional designation requires a demonstration of competency appropriate to the authorization sought. Upon satisfactory completion of the demonstration of competency, the additional authorization will be shown on the examiner's LOA.

*B. PPE Holding Designated Pilot Examiner (DPE) Authorization.* An examiner holding a Certificate of Authority for DPE privileges will be issued a second Certificate of Authority for the PPE designation only if

the PPE privileges exceed those authorized by the DPE designation. Otherwise, the DPE designation automatically conveys PPE privileges for the aircraft authorized by the DPE Certificate of Authority and LOA.

## **9. PIC PROFICIENCY CHECK PROCEDURES.**

The PPE shall conduct all pilot proficiency checks in compliance with the applicable regulations, appropriate Practical Test Standards (PTS), and Air Traffic Control (ATC) procedures. The examiner should observe recommended clearing procedures and good operating practices at all times. The examiner should emphasize to applicants that cockpit vigilance for other traffic is an important part of total pilot proficiency. The examiner shall use the procedures prescribed in the aircraft flight manual and observe the operating limitations of the aircraft used at all times.

*A. Pilot Proficiency Checks in Airplanes.* The PIC proficiency check in airplanes required for each 24-month period must be accomplished in the type of airplane in which the pilot acts as PIC. However, the pilot may elect to perform certain authorized maneuvers in a simulator or training device.

(1) In alternate 12-month periods in airplanes, the pilot has the option of performing all required maneuvers or procedures in a simulator or a training device in lieu of an airplane.

(2) Whether the pilot chooses to use an airplane, simulator/training device, or both, the required maneuvers and procedures are limited to those outlined in the schedule for the 12-month check.

*B. PIC Proficiency Checks in Other Aircraft.* Provision for the use of simulators and training devices has been limited to proficiency checks in airplanes because devices having the capability for determining pilot proficiency for other kinds of aircraft are not readily available. Therefore, the proficiency checks required for other kinds of aircraft must include the maneuvers and procedures specified for the issuance of an original type rating in the aircraft used for each 12-month proficiency check.

*C. Application Form.* An applicant for a PIC proficiency check applies by completing the top portion of FAA Form 8410-1, Airman Proficiency/Qualification Check. The PPE grades the required maneuvers and

procedures as satisfactory (S), unsatisfactory (U), or waived (W). At the conclusion of the check, the PPE indicates “Approved” or “Disapproved” on the form and gives the original and one copy to the pilot. The PPE should retain the second copy of the form for the PPE’s records.

**10. PROFICIENCY CHECK RECORDS.** A PPE shall endorse the applicant’s logbook or flight record to show completion of the proficiency check or a portion of the check. The endorsement must contain the applicant’s name, the date, the type of aircraft or simulator used, the PPE’s designation number and signature, and the result of the check. The PPE shall keep a record of each proficiency check conducted. A list of the proficiency checks conducted must accompany the PPE’s application for annual renewal of the designation.

**11. INSPECTIONS.** The FSDO may inspect a PPE for competency and proficiency at any time deemed appropriate. Also, an inspector will provide guidance or standardization regarding performance of PPE duties in simulators or aircraft at any time the PPE requests such assistance.

*A. Inspection Criteria.* A PPE inspection may consist of either or both of the following:

- A proficiency check conducted by the PPE and observed by an inspector on board the aircraft or simulator
- A proficiency check of the PPE in an aircraft or simulator

*B. Deficiencies.* If an inspection indicates an apparent deficiency in technique, standards, or judgment, the FSDO will initiate educational or remedial action to correct the deficiency.

**12. RENEWAL OF DESIGNATION.** The PPE designation expires 12 calendar-months after the date of issuance. The designation may be renewed at any time before the expiration date if continuation of the designation is justified by the need for the examiner’s services at that location.

*A. Requirements.* To renew, the examiner must do the following:

(1) Apply for renewal not less than 60 days before the expiration of the examiner’s current designation.

(2) Submit a letter from the examiner requesting renewal (or reinstatement) and the designation(s) the examiner is requesting to be renewed (see Figure 15-2).

(3) Submit a completed FAA Form 8710-1, Airman Certificate and/or Rating Application, mark the box “Other,” and write in “Renewal [or Reinstatement] of PPE Authorization.”

(4) Submit a copy of the examiner’s current pilot, flight instructor, and medical certificate.

(5) Submit a record of the examiner’s pilot proficiency checking activity for the preceding 12 calendar-months. The record must show the name of the applicant, the date the check was conducted, and the result of the check.

(6) Provide the supervising FSDO a list of the examiner’s testing activities for the previous 12 months.

(7) Schedule and complete a practical test in accordance with (IAW) the procedures that are outlined in chapter 2, section 2, paragraph 3, as applicable.

*B. Personal Interview.* The examiner should schedule a personal interview with the supervising inspector. Attendance at the FSDO’s annual meeting with examiners to review performance, standards, and procedures may be used to meet this requirement.

*C. Standardization Training.* Because PPEs perform no certification functions, they are not required to attend the Initial or Recurrent Pilot Examiner Standardization Seminar. However, they are encouraged to attend these seminars on a voluntary basis. If the PPE elects to attend an Initial or Recurrent Pilot Examiner Standardization Seminar, the PPE is responsible for all travel, per diem, and course costs.

**13. TERMINATION OR NONRENEWAL.** The information and guidance provided in chapter 1, section 4, paragraphs 4 and 5, regarding delegation and rescission of an examiner authorization and termination or nonrenewal of a designation, applies to all designations, including PPE designations.

## SECTION 2. PROCEDURES

### 1. PREREQUISITES AND COORDINATION REQUIREMENTS.

*A. Prerequisites.* This task requires knowledge of part 61, FAA policies and procedures, and the PTS. It also requires the eligibility criteria and experience requirements for designation as a PPE.

*B. Coordination.* This task will require coordination with an operations inspector and may require coordination with a proficiency check applicant.

### 2. REFERENCES, FORMS, AND JOB AIDS.

#### *A. References.*

- 14 CFR parts 61, 91, 183, and 121, appendix F
- FAA-S-8081-5, Airline Transport Pilot Practical Test Standards

#### *B. Forms.*

- FAA Form 8710-1, Airman Certificate and/or Rating Application
- FAA Form 8410-1, Airman Proficiency/Qualification Check
- FAA Form 8430-9, Certificate of Authority
- FAA Form 8000-5, Certificate of Designation

#### *C. Job Aids.*

- None

### 3. PROCEDURES.

*A. Application.* The applicant must complete an FAA Form 8710-1. The applicant completes the application as indicated and returns it to the supervising FSDO. The examiner shall:

(1) Submit a letter that requests designation and the designation(s) the examiner is requesting to be renewed (see Figure 15-1 or Figure 15-2, as appropriate).

(2) Submit a completed FAA Form 8710-1, mark the box “Other,” and write in “[Designation/Renewal/Reinstatement] of PPE Authorization.”

(3) Submit a copy of the examiner’s current pilot, flight instructor, and medical certificates.

(4) Submit a record of the examiner’s testing activity for the preceding 12 calendar-months, if applicable.

(5) Provide the supervising FSDO with a list of the examiner’s testing activities for the previous 12 months, if applicable.

(6) Schedule and complete a proficiency check IAW the procedures outlined in chapter 2, section 2, paragraphs 3 through 5, as applicable.

*B. Schedule Proficiency Check.* Upon being selected as a PPE candidate by the FSDO, schedule an appointment with the supervising inspector for a proficiency check. The inspector will advise which method of check will be used.

(1) If giving a proficiency check to an applicant with the inspector observing, schedule an applicant for the proficiency check.

(2) Have a completed FAA Form 8710-1 before beginning the practical test.

*C. Pretest Activities.* Present the following documents to the supervising inspector for review:

- The candidate’s pilot certificate
- The candidate’s airman medical certificate, if applicable
- The candidate’s FAA Form 8710-1
- The candidate’s logbooks

*D. Accomplish the Practical Test.* Using the guidance in chapter 2, section 2, paragraphs 3F through J, as appropriate to a proficiency check and omitting the

steps that apply only to certification practical test procedures, complete the practical test for PPE designation.

*E. Designation.* Upon satisfactory completion of the practical test (demonstration of competency), the FSDO issues the candidate a Certificate of Designation, a Certificate of Authority, and an LOA.

*F. Conduct PIC Proficiency Checks.* Conduct PIC proficiency checks IAW the requirements of § 61.58 and the Airline Transport Pilot PTS [appropriate aircraft].

(1) Verify the applicant's identity.

(2) Inspect the applicant's pilot and medical certificates and the aircraft documents to ensure the applicant is qualified to act as PIC of the aircraft and the aircraft is airworthy for the proficiency check.

(3) If any discrepancies exist in the airman's or the aircraft's documents and records, explain to the applicant how the deficiencies may be corrected.

(4) When satisfied that the airman and the aircraft meet the requirements, complete the proficiency check, testing the appropriate maneuvers and procedures.

(5) Upon completion of the check, endorse the logbook or flight record of the applicant and complete his/her FAA Form 8710-1 indicating the results of the proficiency check.

(6) Provide the applicant with the original and one copy of FAA Form 8710-1 and retain one copy for the examiner's files.

**4. TASK OUTCOMES.** The successful completion of this task results in the candidate's designation as a PPE and subsequent exercise of the privileges of the designation.

**5. FUTURE ACTIVITIES.** Future activities of the examiner may include the following items:

*A.* Accomplishment of inspections by the FSDO.

*B.* Renewal of the PPE designation.

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**FIGURE 15-1. SAMPLE DESIGNATION LETTER**

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[DATE]

FAA, SW FSDO No. 15  
The Parkway Building -- Suite 601  
1300 S. Meridian  
Oklahoma City, OK 73108

To Whom It May Concern:

I am requesting designation as a Pilot Proficiency Examiner for the following authorization(s):

Cessna CE-560  
Cessna CE-750

Sincerely,

Martin E. Weaver  
1 Stoops Blvd  
Oklahoma City, OK 73125  
(405) 555-1212

Enclosures:

1. A copy of my current pilot certificate
2. A copy of my flight instructor certificate
3. A copy of my medical certificate
4. FAA Form 8710-1 Application

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**FIGURE 15-2. SAMPLE RENEWAL [OR REINSTATEMENT] LETTER**

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[DATE]

FAA, SW FSDO No. 15  
The Parkway Building -- Suite 601  
1300 S. Meridian  
Oklahoma City, OK 73108

To Whom It May Concern:

I am requesting to renew [or reinstate] my Pilot Proficiency Examiner authorization (SW-15-05) for the following authorization(s):

Cessna CE-560  
Cessna CE-750

Sincerely,

Martin E. Weaver  
1 Stoops Blvd  
Oklahoma City, OK 73125  
(405) 555-1212

Enclosures:

1. A copy of my current pilot certificate
2. A copy of my flight instructor certificate
3. A copy of my medical certificate
4. A copy of my record of proficiency checking activity for the preceding 12 calendar months
5. FAA Form 8710-1 Application