

DESIGNATED PILOT EXAMINER ADVISORY GROUP WP-07

EXAMINER BULLETIN NO. 11

APRIL 20, 2004

SUBJECT: APPLICANT QUALIFICATION PROCEDURES AND RECORDS FOR FLIGHT TEST

Every Practical Test requires the examiner to “Qualify the Applicant” and “Quality the aircraft” in some form or another. If either one of the two is not qualified to be there, then the test cannot be conducted. The aircraft procedure was addressed in Bulletin No. 2. This bulletin is to establish a uniform approach in seeing the applicant is qualified to take the flight test. It has happened more than once when a retest was administered it was discovered the applicant was not eligible for the initial test administered in which they had disqualified. It has been addressed in Bulletin No. 8 how to approach the problem of an applicant not being qualified for a certificate or rating previously issued. These things should not happen if the examiner follows a reasonable and thorough qualification process in the beginning. No attempt is going to be made on how to check everything only to develop a standard order of events and point out major concerns.

EXAMINER ACTIONS

1. After introductions and direction to the office or test area the Examiner should go over the methodologies on how the test is to be conducted and the order of events. We all have different ways of doing this but it amounts to the “rules of the road” for the next few hours. Get acquainted type stuff, questions are OK, outcomes of the test, who’s PIC, fee, are examples of what goes on at this time.
2. When the ice has been broken then you get down to qualifying the applicant. In all cases (except CFI) you extract the information from the applicant by asking for what you need and then go over it. With the CFI (initial or add-on) have the applicant qualify themselves as part of the testing. This is part of the testing for the CFI since it is his/her job after the checkride to do it for others.
3. Normally ask for the application first and go over it being filled out properly and it shows all information necessary. Perform the ID check at this time. Without an application or ID you cannot give a test.
4. Get written exam (Airman Knowledge Test) results, if required, and remember copies do not count. Check for correct type of test, dates, passing results, and is it the same name as the application.
5. You now have an application and written exam, then you go for the log book. Look for the appropriate endorsements. No endorsements no check ride. It is not bad to find an endorsement missing and run down the CFI and get it in. CFI applicants are supposed to know this and it reflects on their performance. As a rule do not go by memory on hours required. Get out the regs and go down the list. If the totals are close to the requirements you are obligated to check the addition. Ex. 50 hours cross country over 50 miles for a landing and they have 50.8 logged. Check the validity of the trips for the distance and landing. Again no attempt will be made here to cover the

vast amount of endorsements and flight time requirements for the flight test. Get out the regs, the plotter, logbook and go to work.

6. You now have given your up front talk, got an application, written exam results, endorsements, flight time and have one last thing to do. That is to physically see their existing certificate, medical and ID, as appropriate. Check the existing certificate for changes in personal data, such as name changes, nationality or such that requires FSDO action. You may have already done this but up until now there was not a real need. This usually continues your oral with “What certificates and documents do you need in your personal possession to do this flight today”.

You have just qualified your applicant to be there and got the test going. Qualifying the aircraft is next and that prompts several questions that qualify for task needs in the PTS. If you find the airplane not qualified then you take a course of action that best meets the needs of all concerned.

On occasion you will find an applicant and or an instructor try to convince you they have the requirements by stating “the other examiners have been accepting that trip”, for example. If in doubt call another DPE or the FSDO. Just because another DPE accepted something does not make it right and we do not need to perpetuate the error if there is one.

FAR PART 141 GRADUATES

The only real difference with a 141 graduate is the flight time requirement most likely will be different from part 61 and you do not know what that requirement is. In that case you accept the 141 graduation certificate signed by the Chief Flight Instructor and conduct the test. Keep a copy of that certificate to cover your decision and make sure the appropriate blocks are checked on the application. If it turns out they did not meet the requirements for graduation then the school has a problem, not you. There have been times when a DPE has personal knowledge about the school and even though the applicant has a graduation certificate, the personal log shows the approved school times are not there and the DPE may want to call the school and see if it is correct.

APPLICANT ACTIONS

Bring all the paperwork the first time.

John Walkup
DPEAG

