## PRETEST BRIEFING

1. Put the applicant at ease (small talk, etc.)

Is flying a new career path or just a hobby?.

How did you get interested in flying?

What other hobbies or activities do you enjoy?

1. Advise applicant of available comfort facilities
2. Pilot Bill of Rights (PBR). Due to the legal definition by the FAA attorneys the practical exam that a DPE conducts is considered an investigation because of the review of their application and their skills.
3. Confirm type of practical test or retest
4. Provide casual overview of the test. **If you do not pass an AOO in the ground portion, you have the option to continue the ground but not the flight portion. If you do not pass an AOO in the flight, you can continue. I have the option to stop the test.** You cannot record this test, either audio or video. If I find out you are recording, we stop the test
5. Collect/Verify the required documents specified during the appointment
   * FAA Form 8710-11, Airman Certificate and/or Rating Application
   * Medical (note limitations)
   * Knowledge test results (if appropriate)
   * **Logbook or training records (Verify that the applicant meets all requirements and appropriate endorsements)**
   * Aircraft documents (Verify location & scheduled availability)

## *Examiner: establish applicant eligibility, establish aircraft eligibility, validate applicant’s knowledge test.*

1. Verify that required equipment (hood, etc.) is available
2. Verify that applicant is aware of PTS/ACS requirements and tolerances
3. Advise the applicant that:
   * FAA Practical Test IAW the PTS/ACS
   * Will be using a Plan of Action (Used to organize the Practical Test)
   * Will be taking notes for the debrief
   * Perfection is not the standard
   * Oral questioning will continue throughout the test
   * Three possible outcomes are:
     + - Temporary Airman Certificate – **Good for 120 days.**
       - Notice of Disapproval of Application – **Good for 60 days.**
       - Letter of Discontinuance – **Good for 60 days.**
4. Any Questions?
5. Collect Fee \_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Announce: **“THE TEST HAS BEGUN – Take a break. Get a drink, use the restroom.**

## PREFLIGHT BRIEFING

## Any questions so far?

1. Profile of flight test (DPE - do not ask questions during preflight). We will start off on the cross country that you planned. After a few check points, I will give you an event to deal with. We will do the takeoffs & landings. Depart for the air work. Hood work. Return to home base.
2. Pilot in Command (14 CFR § 61.47) DPE is **NOT** the PIC on the test
3. Emergencies – actual and simulated. **By FAA orders, an actual emergency stops the test.**
   * Engine failure – takeoff and landing
   * Other emergencies
   * Feathering
   * 500 ft hard deck for simulated engine failure
4. Transfer of controls (if applicable)
5. Collision avoidance (CFI applicant required to instruct)
   * Looking for reported traffic
   * Clearing the area before maneuvers
   * DPE will let student know when he is looking inside the cockpit – applicant should be looking outside vice versa.
6. First preflight – weight and balance – VFR/IFR option
7. Advise that oral questioning will continue – Perfection is not the standard
8. Testing with Plan of Action will continue IAW PTS/ACS
9. Will continue taking notes
10. Continue/discontinue if task is unsatisfactory
11. Answer any questions
    * Application
    * Photo/signature ID. (Note type on FAA Form 8710-11 and return)
    * Pilot Certificate (Verify against ID & FAA Form 8710-11 and return)
12. Advise applicant to return aircraft documents to the aircraft
13. Begin flight evaluation

## FLIGHT TEST

## DPE- Do not ask questions during preflight

1. Be sure to take plan of action with you to the aircraft

2. Conduct flight test according to the Practical Test Standards

1. No instruction
2. No second chance when maneuver is unsatisfactory
3. Continue testing if maneuver is incomplete or you need more information to make a decision
4. Unsatisfactory performance
   * Exceeding aircraft limitations
   * Examiner intervention
   * Inappropriate emergency procedures
   * Outcome of the maneuver being seriously in doubt
   * Poor judgment
   * Not within approved standards
   * Failure to apply aeronautical knowledge
   * Not being the master of the aircraft
   * Consistently exceeding tolerances stated in the objective
   * Failure to take prompt corrective action when tolerances are exceeded
5. Use realistic distractions during the flight
6. Did the applicant meet the objective of the task?

**P** Did the applicant complete the procedure described?

**T** Did the applicant perform the maneuver within the tolerances?

**S** Did the applicant meet all safety considerations?

If you can answer YES to each of these questions without reservation, the applicant has satisfactorily completed the task.

**EMPHASIS AREAS:** As a result of studies into the cause factors of incidents, accident, and violations, it is imperative that pilot examiners give special consideration and exercise their most conservative judgment in evaluating the applicant’s knowledge of the following area:

1. Preflight
   * Aircraft manuals and documentation
   * Pilot medical certificates
   * Weather
   * Airport area and surroundings
2. Preflight inspections
   * Landing gear
   * Engine(s)
   * Adequacy of fuel supply
   * ATC communications and airspace considerations
3. Clearances
   * Instructions
   * Operations to/from/within/near Class A, B, C, D, and E airspace
4. Proper use of the flight controls/brakes on the ground
5. Landing flare
6. Avoidance of objects in the air and on the ground
7. Maintenance of adequate flying speed
8. Operations to/from/on suitable terrain for T/O, Apch, & Ldg Configuration & Procedure
9. Observance of minimum safe altitudes – congested and noncongested areas
10. Use of stabilized approach/flight path procedures
11. Forced landings

## POST-FLIGHT

1. **General**

* Reaffirm outcome
* Allow applicant some time to self
* Prepare Temporary Airman Certificate/ Notice of Disapproval /Letter of Discontinuance
* Offer to sign applicant’s logbook
* Have applicant sign your endorsement page (2 copies)

## Temporary Airman Certificate

* Establish a positive atmosphere
* Highlight above average performance
* Debrief using the Plan of Action
* Have applicant review and sign Temporary Airman Certificate
* Examiner signs and issues Temporary Airman Certificate

## Advise of duration – 120 days: A DPE is not authorized to reissue an expired temporary certificate. The applicant needs to contact the local FSDO.

* Ensure applicant has proper documents
* Verify that you have the proper documents
* Brief flight instructor of applicant’s performance

## Disapproval Notice

* Establish a positive atmosphere
* Highlight above average performance as well as deficient tasks
* Debrief using the Plan of Action
* Use PTS to explain reasons for disapproval
* Do not criticize the flight instructor
* Be alert for denial, anger, bargaining, or depression
* Issue Disapproval Notice
* Advise retest credit for satisfactorily completed items is 60 days
* Ensure applicant has proper documents
* Verify that you have the proper documents
* Brief flight instructor of applicant’s performance