
CHAPTER 10. CONDUCT OF PILOT-IN-COMMAND PROFICIENCY CHECKS FOR AIRCRAFT REQUIRING MORE THAN ONE PILOT AS REQUIRED BY FAR § 61.58

Section 1 Background

1. WPMS ACTIVITY CODE. 1538/61

3. **OBJECTIVE.** The objective of this task is to evaluate an applicant's performance during a Pilot-in-Command Proficiency Check conducted in accordance with FAR § 61.58. Successful completion of this task results in the completion of FAA Form 8410-1, Airman Competency/Proficiency Check, with an indication of either satisfactory or unsatisfactory results.

5. GENERAL.

A. **Regulatory Requirement.** FAR § 61.58 requires that the pilot-in-command (PIC) of an aircraft requiring more than one pilot receive a proficiency check in that type aircraft during the preceding 24 months. Additionally, the PIC must have received a Proficiency Check in any aircraft requiring more than one pilot during the past 12 months. This requirement does not apply to operations conducted under FAR Parts 121, 125, 129, 133, 135, 137, and 141.

B. **Grace Period.** If the pilot takes this check in the month before or the month after it is due, the pilot is considered to have taken it in the month it is due.

(1) Six-Month Checks

Checks scheduled: Dec. 87 and Jun. 88

Actual checks: 12 Dec. 87 and 1 May 88

Next check due: Dec. 88 and Jun. 89

(2) Annual Checks

Checks scheduled: Jan. 87 and Jan. 88

Actual checks: Jan. 87 and Dec. 87

Next check due: Jan. 89 and Jan. 90

C. **Carrying Persons and Property.** For the purpose of completing this check a person may act as PIC under day VFR or IFR if no persons or property, other than is necessary for compliance, are carried.

D. **Methods of Compliance.** FAR § 61.58 lists the several methods of compliance.

E. **Proficiency Check Test Expiration.** The proficiency check expires at the end of the 24th month after the month in which it is completed.

F. **Letter of Discontinuance.** When the check is terminated for reasons other than proficiency and a Letter of Discontinuance is issued, include all the required maneuvers the applicant completed successfully. The applicant may continue the test with a different inspector or at another district office and may receive credit for the successful maneuvers within the 60-day period.

G. **Use of Simulators.** Portions of the proficiency check can be conducted in a simulator if it has been approved in accordance with AC 120-40, Airplane Simulator and Visual System Evaluation, by the simulator team.

H. **Unsatisfactory Performance.** In order to cause the least inconvenience to an operator, the FAR § 61.58 check may be continued after an item is deemed unsatisfactory. At the very least, the option of continuing should be offered the applicant. If the check is continued, full credit is given on FAA Form 8410-1 for all successful maneuvers.

7. **APPLICATION.** The applicant for a check required by FAR § 61.58 applies for the check using FAA Form 8410-1. FAA Form 8410-3, of the same name, is used strictly for FAR Part 135 checks, which are not covered in this handbook. For the purpose of this task, FAA Form 8410-1 should be used.

A. **FAA Form 8410-1.** The applicant fills out only the top portion of the form (Figure 10-1). The remainder is used by the inspector conducting the check to "grade" the applicant's performance.

B. **Prerequisites.** When the applicant submits a completed FAA Form 8410-1 and the other required documents, the following documents should be checked by an airworthiness inspector, if one is available:

- (1) Aircraft maintenance records

(2) Airworthiness certificate

(3) Aircraft registration

9. RETESTING. Retesting only applies when previous checks are discontinued because of rea-

sons other than pilot proficiency. Retesting is not normally required for those maneuvers and procedures successfully completed on the previous proficiency check as indicated on the previous FAA Form 8410-1.

Section 2 Procedures

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. **Prerequisites.** This task requires knowledge of the regulatory requirements of FAR Part 61 and FAA policies and qualification as an Aviation Safety Inspector (Operations).

B. **Coordination.** This task requires coordination with the airworthiness unit and with the airman records section of AVN-460, Airman Certification Branch.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1 and 91
- Advisory Circular 61-66, Annual Pilot-in-Command Proficiency Checks
- Advisory Circular 120-40, Airplane Simulator and Visual System Evaluation
- WPMS Field Office Manual
- Order 8700.1, General Aviation Operations Inspector's Handbook
- Chapter 1, Introduction to FAR Part 61 Related Tasks
- Appropriate Practical Tests Standards and the references listed within

B. Forms

- FAA Form 8000-36, Work Program Management Transmittal Form
- FAA Form 8410-1, Airman Competency/Proficiency Check (Figure 10-1)

C. Job Aids.

- Sample letters and figures

5. PROCEDURES.

A. **Schedule Appointment.** Schedule the applicant for the requested proficiency check at a mutually agreed upon location. Advise the applicant to bring to the appointment the following documents:

- (1) An FAA Form 8410-1 with the top portion completed
- (2) Pilot Certificate
- (3) Medical Certificate
- (4) Aircraft maintenance records
- (5) Aircraft Logbooks
- (6) Airworthiness certificate
- (7) Aircraft registration

B. Applicant Arrives for Appointment.

- (1) Collect the documentation indicated above.
- (2) Open WPMS file.

C. Review Form.

- (1) Check that the applicant has provided his or her full name: last, first, and middle initial.
- (2) Ensure that the applicant has indicated his or her employer and where the applicant is based.
- (3) The box labelled "Name of Check Airman" should not be completed when an inspector conducts the check.
- (4) Ensure that the applicant has indicated the date of the check, the location of the check, the type of check, and the aircraft and/or simulator used.

(5) "Block Time" does not have to be filled in until the check is completed.

D. **Verify Applicant's Identity.** Inspect acceptable forms of identification to establish the applicant's identity. (See Chapter 1, Section 4, paragraph 5.) Compare the identification with the personal information provided on FAA Form 8410-1.

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

(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 re-apply.

(3) If the applicant's identity appears to be different from the information supplied on FAA Form 8410-1, or it appears that an attempt at falsification has been made, do not continue this task. See Related Task #182, Conduct a Violation Investigation.

A. **Personal Requirements.** Check the applicant's pilot certificate to determine if the applicant has a type-rating in the specific aircraft for which the applicant is pilot-in-command (PIC). Also, check the applicant's medical certificate to make sure it is at least a valid third class one without limitations that would make the applicant ineligible to perform the duties of PIC.

B. **Aircraft Requirements.** Have an airworthiness inspector review the pilot's aircraft maintenance records, aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the check. After review, return documents to the applicant.

C. **Discrepancies.** If a discrepancy exists in any of the items above, return the application and any documentation to the applicant and proceed as follows:

(1) Explain why the applicant is not eligible.

(2) Give an adequate explanation of how the applicant may correct the discrepancies.

(3) Close out WPMS.

D. **Eligibility Determined.** Conduct the proficiency check after determining that all eligibility requirements are met. Use the required maneuvers and procedures listed in AC61-66.

(1) Refer to the applicable practical test standards reference (based on the pilot's certificates and ratings held) to determine if the pilot meets the standards for each maneuver and procedure.

(2) If re-examining applicant after a previous unsatisfactory check, test the pilot:

(a) On any maneuvers and procedures not successfully completed

(b) On any maneuver or procedure when there is a reason to doubt the pilot's competency in areas for which credit has previously been given

(c) When more than 60 days has elapsed since the previous check, on all maneuvers and procedures

(3) If the practical test is not completed for reasons other than proficiency, issue the applicant a Letter of Discontinuance (Figure 10-2). Return the application and any documentation to the applicant. Close out WPMS.

E. **Complete Inspector Portion of FAA Form 8410-1.**

(1) On FAA Form 8410-1 grade each item either Satisfactory ("S"), Unsatisfactory ("U"), or Waived ("W"). Indicate either "Approved" or "Disapproved." The check airman performance block is not used.

(2) Indicate the regional and district office and sign FAA Form 8410-1.

(a) Give the original and one copy to the pilot. Instruct the pilot to give the copy to the employer, if applicable. Contact the employer to confirm receipt of FAA Form 8410-1.

(b) File a copy of FAA Form 8410-1 in the district office according to office procedures.

(c) If another FAA district office has geographic responsibility for the company that employs the pilot, send another copy of FAA Form 8410-1, along with FAA Form 8000-36, to that district office.

(3) If the pilot's performance during the check warrants, see Related Task #26, Conduct a Reexamination Test of an Airman Under Section 609 of the Federal Aviation Act.

F. **WPMS.** Complete FAA Form 8000-36 in accordance with the WPMS Field Office Manual.

7. TASK OUTCOMES. Completion of this task results in either:

A. **The issuance of an FAA Form 8410-1, Airman Competency/Proficiency Check, indicating satisfactory or unsatisfactory results**

B. **A letter of discontinuance**

9. FUTURE ACTIVITIES.

A. Applicant may return for another proficiency check.

B. Applicant may be subject to an enforcement investigation if involved in an accident, incident, or possible violation of the FAR.

**FIGURE 10-1 FAA FORM 8401-1, AIRMAN
PROFICIENCY/QUALIFICATION CHECK**

AIRMAN PROFICIENCY/QUALIFICATION CHECK				DATE OF CHECK 09-30-90		
NAME OF AIRMAN (Last, first, middle initial) Thomas, Richard A.				LOCATION Tucson, AZ		
				TYPE OF CHECK FAR 125 PIC		
EMPLOYED BY Quickman Freight		BASED AT (City and State) TUCSON, AZ		TYPE AIRCRAFT/SIMULATOR USED DC 3		
NAME OF CHECK AIRMAN				BLOCK TIME		
FLIGHT MANEUVERS GRADE (S-Satisfactory U-Unsatisfactory)						
PILOT			FLIGHT ENGINEER			
S - SATISFACTORY U - UNSATISFACTORY W - WAIVER (See Appendix F to 121)		AIR-CRAFT	SIMU-LATOR	ITEM	S U	
PREFLIGHT						
1. EQUIPMENT EXAMINATION (Oral or written)				1. EQUIPMENT EXAM (Oral) (Written)		
2. * PREFLIGHT INSPECTION				2. PREFLIGHT CHECK OF AIRCRAFT		
3. TAXIING				3. COMPUTATION OF FUEL LOAD & FUEL LOADING PROCEDURE		
4. POWERPLANT CHECKS				4. COMPLETION OF COMPANY APPROVED FORMS		
TAKEOFFS						
5. NORMAL				5. STARTING, TAXI, AND RUNUP		
6. INSTRUMENT				6. POWERPLANT AND PROPELLER CONTROL		
7. CROSSWIND				7. CRUISE CONTROL AND COMPUTATIONS		
8. WITH SIMULATED POWERPLANT FAILURE				8. AIRCRAFT/POWERPLANT OPERATION ANALYSIS		
9. * REJECTED TAKEOFF				9. FUEL SYSTEM MANAGEMENT		
INSTRUMENT PROCEDURES						
10. * AREA DEPARTURE				10. AIR CONDITION & PRESSURIZATION CONTROL		
11. * HOLDING				11. ELECTRICAL SYSTEM OPERATION		
12. * AREA ARRIVAL				12. POWERPLANT FIRE CONTROL		
13. ILS APPROACHES				13. EMERGENCY GEAR AND FLAP EXTENSION		
14. OTHER INSTRUMENT APPROACHES				14. HEATER FIRE AND CARGO COMPARTMENT FIRE		
15. CIRCLING APPROACHES				15. SMOKE EVACUATION		
16. MISSED APPROACHES				16. EMERGENCY DEPRESSURIZATION		
INFLIGHT MANEUVERS						
17. * STEEP TURNS				17. FUEL DUMPING PROCEDURE		
18. * APPROACHES TO STALLS				18. POWERPLANT SHUTDOWN AND RESTART		
19. * SPECIFIC FLIGHT CHARACTERISTICS				19. DEICING AND ANTI-ICING		
20. POWERPLANT FAILURE				20. LOCATION AND USE OF EMERGENCY EQUIPMENT		
LANDINGS						
21. NORMAL				21. EMERGENCIES-HYDRAULIC, PRESSURIZATION, ETC.		
22. FROM AN ILS				22. CREW COORDINATION AND MONITORING		
23. CROSSWIND				REMARKS		
24. WITH SIMULATED POWERPLANT(S) FAILURE						
25. REJECTED LANDING						
26. FROM CIRCLING APPROACH						
27. NORMAL AND ABNORMAL PROCEDURES						
28. EMERGENCY PROCEDURES						
29. JUDGEMENT						
30. HOVERING MANEUVERS						
31. RAPID DECELERATIONS (Quick stops)						
32. AUTOROTATIONS (Single engine helo. only)						
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.						
RESULT OF CHECK		APPROVED			CHECK AIRMAN'S PERFORMANCE	
		DISAPPROVED				
				SATISFACTORY		
				UNSATISFACTORY		
REGION		DISTRICT OFFICE		INSPECTOR'S SIGNATURE		

FIGURE 10-2 LETTER OF DISCONTINUANCE

NOTE: This letter does not extend the expiration date as shown on the written test results, AC Form 8080-2.

Date

FAA Letterhead

Applicant's name and address

Dear ____:

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 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.

Sincerely,

Inspector conducting practical test of examiner candidate