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## CHAPTER 20 INSPECT A PILOT PROFICIENCY EXAMINER (PPE)

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### Section 1 Background

#### 1. WPMS ACTIVITY CODE: 1666

**3. OBJECTIVE.** The objective of this task is to determine that a designated pilot proficiency examiner continues to meet the requirements for original designation. Successful completion of this task results in an indication of satisfactory or unsatisfactory. An unsatisfactory inspection could lead to the cancellation of the examiner's designation.

#### 5. GENERAL.

A. **Surveillance.** Surveillance should include at least one visit every year to each examiner's base of operations. Examiners should be reminded that when performing the duties of an examiner they are acting as a representative of the Administrator and that by exhibiting a positive attitude towards safe aviation practices they are directly promoting the FAA's role in aviation safety.

(1) A pilot examiner may be flight checked any time the examiner's performance indicates that such a check is desirable.

(2) Examiner spotchecks may consist of any of the following:

(a) A re-examination test of a pilot checked by the examiner within the past 90 days.

(b) The observance of a proficiency check conducted by the examiner with the inspector on board the aircraft.

(c) A practical test of the examiner.

B. **Spotchecks for Competence.** A PPE may be checked for competence or proficiency at any such time a check is desirable. An inspector shall always respond immediately to an examiner's request for standardization or guidance in the performance of duties.

(1) If a "spotcheck" indicates an apparent deficiency in technique, standards, or judgement, the district office manager shall initiate immediate educational or remedial action to correct the deficiency.

(2) Reports of all examiner spotchecks shall be retained in the examiner's case file maintained in the supervisory FAA district office.

C. **Suspension.** Action to suspend an examiner designation pending adjudication, consideration of cancellation, or resolution of reasons for suspension, must have the concurrence of the flight standards division manager.



## 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 may require coordination with the airman records section of the Airmen Certification Branch, AVN-460.

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

#### A. References.

- FAR Parts 1, 91, 183, and 187 (Appendix A, Fees)
- Applicable practical test standards
- FAA order 8700.1, General Aviation Operations Inspector's Handbook
- FAA Order 8710.3, Pilot Examiner's Handbook
- WPMS Field Office Manual

#### B. Forms.

- FAA Form 8000-36, Work Program Management Transmittal Form

#### C. Job Aids.

- Sample letters and figures

### 5. PROCEDURES.

A. **Determine the Need for Inspection.** Conduct the inspection as a result of --

- (1) Complaints about the examiner's conduct of proficiency checks
- (2) Regularly scheduled work program guidelines
- (3) Spotcheck of a newly designated examiner

B. **Pre-Inspection Activity.** Review the district office file on the examiner for --

(1) Previous inspection reports

(2) Complaints

(3) Problems with certification files

(4) Any correspondence between the district office and the examiner

C. **Determine the Method of Inspection.** Decide which of the following inspection methods to use:

(1) Re-examination of a pilot checked by the examiner

(2) Observation of the examiner conducting a proficiency check of an actual airman

(3) Practical test of the examiner with the inspector acting as an airman applicant

D. **WPMS.** Open WPMS file.

#### E. Arrive for Inspection.

(1) Request appropriate identification to verify the airman's identity.

(2) Request and examine the examiner's airman certificates and Letter of Authorization.

F. **Conduct Inspection.** Conduct the inspection of the examiner according to one or more of the following methods (paragraphs G through K).

G. **Re-examination of a Pilot Checked by the Examiner.** See Related Task #26, Conduct a Re-examination Test of an Airman under Section 609 of the FA Act.

H. **Observation of Examiner Conducting a Proficiency Check.**

(1) Inform the airman taking the proficiency check that the inspector is observing mainly the examiner's performance.

(2) Have an airworthiness inspector review the aircraft maintenance records and/or aircraft logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the proficiency check to be conducted. After review, return documentation to the airman.

(3) During the oral portion of the simulated proficiency check --

(a) Determine that the examiner asks questions appropriate to test the knowledge of the airman for the particular aircraft.

(b) Determine that the examiner can recognize incorrect answers and takes appropriate action, i.e., termination of the proficiency check.

(c) Determine that the examiner asks questions that have only one correct answer.

(4) During the flight or simulation portion of the proficiency check --

(a) Determine that the examiner requests maneuvers from the appropriate practical test standards and applies the criteria from the PTS.

(b) Determine if the examiner can recognize and correct errors by the airman and takes appropriate action, i.e., termination of the proficiency check.

(5) During the post-flight debriefing, observe the examiner's critique of the airman. Determine the reasons why the examiner passed or failed the airman and that the examiner's judgement was based on the standards found in the practical test standards.

(6) After having observed the examiner conduct a proficiency check of the airman, note the following four possible outcomes:

(a) If both examiner and airman perform satisfactorily, observe the examiner endorsing the airman's logbook.

(b) If the examiner performs satisfactorily but the airman is unsatisfactory, no endorsement is required.

(c) If the examiner performs unsatisfactorily but the airman performs satisfactorily, endorse the airman's logbook appropriately. If necessary, begin procedures for cancellation of the examiner's designation.

(d) If both the examiner and the airman perform unsatisfactorily, discuss (separately) the discrepancies with both. If necessary, begin cancellation of the examiner's designation and/or reexamination of the airman.

#### I. *Practical Test of an Examiner.*

(1) Have an airworthiness inspector review the aircraft maintenance records and/or aircraft

logbooks, airworthiness certificate, and aircraft registration to determine if the aircraft is suitable for the proficiency check to be conducted. After review, return documentation to the airman. Assume the role of an airman taking a proficiency check.

(2) Instruct the examiner to conduct the proficiency check as if the inspector were an airman, including an oral portion, a flight, and a post-flight debriefing. Use the criteria found in paragraph 5J above.

J. **Inspection Results.** Based upon the results of the method of inspection, determine whether the examiner's performance is satisfactory or unsatisfactory.

(1) If the examiner is satisfactory, place an indication to that effect in the district office file on the examiner.

(2) If the examiner is unsatisfactory, place an indication to that effect in the district office file on the examiner. Determine which of the following actions is appropriate:

(a) Cancellation of any or all of the examiner's designations (See Chapter 1, Introduction to FAR Part 61 Related Tasks)

(b) Re-examination of the examiner under Section 609 of the FA Act (See Related Task #26, Conduct a Re-examination Test of an Airman under Section 609 of the FA Act.)

(c) Counselling or other corrective action to obtain satisfactory performance

(d) Enforcement investigation of the examiner (See Related Task #182, Conduct a Violation Investigation.)

K. **WPMS.** Close out WPMS.

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

A. An indication of a satisfactory inspection in the district office file on the examiner.

B. An indication of an satisfactory inspection in the district office file on the examiner.

#### 9. FUTURE ACTIVITIES.

A. Renewal of the pilot proficiency examiner before the annual expiration date.

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| B. Possible addition of examiner designations.                         | E. Possible complaint investigation                    |
| C. Possible reinstatement of examiner after expiration of designation. | F. Possible enforcement investigation                  |
| D. Possible additional surveillance of the examiner.                   | G. Possible cancellation of the examiner's designation |

