

CHAPTER 143. CONDUCT A CHIEF/ASSISTANT CHIEF FLIGHT INSTRUCTOR PRACTICAL TEST FOR A FEDERAL AVIATION REGULATIONS PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1648

3. OBJECTIVE. The objective of this task is to determine that an applicant for a chief flight instructor position for a Federal Aviation Regulations (FAR) Part 141 Pilot School meets the requirements for that position.

5. GENERAL.

A. Chief Flight Instructor. Each Federal Aviation Administration (FAA)-approved school is required to designate a chief instructor for each course of training. That chief instructor must meet the appropriate requirements prescribed under FAR § 141.35. A chief instructor may serve as a chief instructor or as an assistant chief instructor for more than one approved course but may not serve as either a chief instructor or an assistant chief instructor at another school. The school may employ any other personnel deemed necessary for the successful accomplishment of approved courses.

B. Assistant Chief Flight Instructor. Each FAA-approved school may designate one or more assistant chief flight instructors for a course or courses of training. The assistant chief flight instructor must meet the requirements of FAR § 141.36 in order to act for the chief flight instructor in the chief flight instructor's absence.

C. Standardization of Assistant Chief Flight Instructors. For the purposes of this task, if a school proposes an assistant chief flight instructor, this task must be accomplished in the same manner as for the chief flight instructor.

7. INITIATION.

A. Chief Instructor and/or Assistant Chief Instructor Designation. A chief instructor or assistant chief instructor is designated by a pilot school when the school applies for, and is approved for, certification in a particular course of training (see chapter 141 of this handbook). The applying pilot school designates

by name the chief flight instructor (and may also designate an assistant chief flight instructor) in the training course outline (TCO) for each course. Pilot schools may also request that a replacement be approved when the chief flight instructor for a particular course leaves that school's employment, moves to another position, or otherwise causes the position to be vacant.

B. Approval as Part of TCO Evaluation. The letter of intent used to apply for initial certification of an FAA-approved pilot school must describe the name and qualifications of each intended chief instructor or assistant chief instructor for every course of instruction. (See chapters 141 and 142 of this handbook.)

C. Examination of the Candidate. An appropriately qualified inspector (or the certification team during initial certification) evaluates the chief instructor candidate's background and qualifications, and conducts the practical test.

(1) A chief flight instructor must meet the appropriate experience requirements outlined in FAR § 141.35. An assistant chief flight instructor must meet the appropriate experience requirements outlined in FAR § 141.36.

(2) FAR § 141.35(a)(3),(4), or § 141.36(a)(3),(4) require every chief flight instructor or assistant chief flight instructor to pass both parts of the knowledge and skill test for each course he or she is designated as chief instructor or assistant chief instructor.

(3) For the practical test, the inspector reviews the appropriate FAR, the Practical Test Standards (PTS), the TCO's, and the safety procedures of the school in order to give a comprehensive test. For additional guidance on conducting the practical test, consult volume 2, chapter 1 of this handbook and FAR Part 61.

(4) The knowledge portion of the practical test must include at least the following:

(a) The teaching methods and applicable provisions of the Airman's Information Manual.

(b) FAR Parts 61, 91, and 141.

(c) A discussion of the course of training for which the instructor seeks approval, including training standards, objectives, and completion standards.

(d) The use and understanding of all training aids.

(5) The flight portion of the practical test should consist of all flight procedures and maneuvers in the appropriate PTS for the course of training the test is conducted for. Standards and objectives should be appropriate to the certificates and ratings held by the instructor.

9. EXAMINATION RESULTS.

A. Approval of the Candidate. Upon successful completion of the practical test, and when all other requirements have been met, the appropriate TCO should be approved with respect to the applicant's acceptance as chief flight instructor.

B. Disapproval of the Candidate. If the inspector determines that the chief instructor applicant's performance does not meet the minimum standards appropriate to the certificate held, the TCO may not be approved until an acceptable chief instructor is designated. Failure of a practical test by an assistant chief flight instructor is not grounds for disapproval of the TCO; however, the TCO cannot include the assistant chief flight instructor's name until that assistant chief flight instructor has passed the practical test.

C. Retesting. The applicant who has failed the chief instructor practical test may apply for a retest. If the retest is accomplished within 60 days, only the portion of the test that was unsatisfactory need be repeated. If re-examination is delayed beyond 60 days, the entire test must be satisfactorily accomplished.

11. CHIEF INSTRUCTOR RESPONSIBILITIES.

A. Responsibilities. FAR Part 141 outlines specific responsibilities for a chief flight instructor. The need for the chief flight instructor to fulfill these responsibilities completely and accurately cannot be overstressed. These responsibilities include the following points:

(1) The chief flight instructor must properly certify the training records, graduation certificates, and stage and final test reports of airman candidates who will be considered eligible for a certificate or rating.

(2) When giving a stage or final test, the chief flight instructor should make "student recommenda-

tions," as discussed in FAR § 141.85(a)(1), that are complete and definitive with respect to any additional training needed.

(3) The chief instructor is responsible for conducting the stage checks and final tests for the particular course of training.

(4) The chief instructor should continue to update and improve the courses of training for which the instructor is responsible whenever he or she becomes aware of deficiencies in the course or needed changes in training standards.

(5) Chief instructors must seek assistance and guidance from FAA inspectors in the resolution of problems concerning their responsibilities.

B. Delegation of Responsibilities. The chief flight instructor may delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. The chief flight instructor may not delegate the authority to conduct an initial flight check of an instructor or the final phase check to an instructor who is not an assistant chief instructor. The ultimate responsibility for each function remains with the chief flight instructor. Delegation of duties ensures that instruction can still be given in a course of training when the chief flight instructor is absent. When the duties of the chief flight instructor are delegated, a written record should be made. The written record should be specific enough so that the duties delegated, the person to whom they are delegated, and the duration of the delegation are clearly understood. In accordance with the provisions of FAR § 141.79(d), only the chief flight instructor may conduct an annual flight check of flight instructors assigned to approved courses of training.

C. Availability - Direct Supervision. FAR§ 141.81(b)(2) requires the chief instructor to supervise noncertificated instructors directly. The chief instructor for a particular course must be available when instruction in that course is given.

(1) Pilot schools are permitted to use noncertificated ground instructors based on their particular qualifications. FAR § 141.81(b)(2) requires that instruction by noncertificated ground instructors be given under the direct supervision of the chief instructor for the course. FAA policy indicates that the chief instructor, assistant chief instructor, or another instructor designated by the chief instructor

must be present at the school and in the classroom when instruction is given by noncertificated ground instructors.

(2) A chief instructor would not be able to supervise noncertificated ground instructors nor be available for consultation if that chief instructor were employed in another job that demanded the instructor's presence.

(3) Certificated ground and flight instructors do not have to be as closely supervised as noncertificated ground instructors. The chief instructor or designated assistant chief instructor shall be available at the pilot school or, if away from the premises, by telephone, radio, or other electronic means during the time the instruction is given for an approved course of training.

(4) Satellite bases require that the chief instructor be "available" for consultation; this can be accomplished by telephone. This ensures that the chief instructor can provide necessary supervision and meet the responsibilities with respect to a school's main base of operation and its satellite base. In the event that the chief instructor is unavailable for consultation, training in relation to the chief flight instructor's responsibilities must cease until that chief instructor returns, unless these duties have been delegated. The chief flight instructor may either delegate duties to the assistant chief flight instructor or another appropriate, qualified instructor. Except for the initial flight check of instructors and the final stage check, all duties may be assigned to an appropriately qualified instructor. Examples of duties that would be appropriate for delegation are the certification of training records and the conducting of stage checks other than the final stage check. (See paragraph 11B regarding delegation of authority.)

D. Responsibility to Receive Training. FAR § 141.79(c) states that at least once every 12 months, each chief flight instructor must complete a flight instructor refresher course consisting of not less than 16 hours of ground or flight instruction or both.

(1) To fulfill this requirement, a chief instructor may attend any one of the many FAA-approved, industry conducted Flight Instructor Refresher Clinics (FIRC).

(2) FAA policy allows the chief instructor to obtain the required hours of ground or flight instruction by attending other standardization seminars or courses. Nevertheless, how the required time is fulfilled must be approved by the FAA. For example, a chief instructor who is also a pilot examiner may credit the instruction received in the examiner's standardization course toward meeting the requirements of FAR § 141.79(c). For example, a chief flight instructor who is also a pilot examiner may credit the instruction received in the examiner standardization course toward meeting the requirements of FAR § 141.79(c). In addition, any other course of instruction approved by the FSDO may be used to satisfy this instructional requirement.

13. CHANGE OF CHIEF INSTRUCTOR.

A. Certificate Amendment. When the chief instructor for a particular course of training changes, the certificate holder must apply to amend the appropriate TCO and, therefore, the air agency certificate (see volume 2, chapter 141 of this handbook).

B. Authority to Examine. The school may continue to train students under an approved course of training without a chief flight instructor for a period of 60 days. If the course of training has an assistant chief instructor who is approved by the FAA, training can continue beyond the 60-day limit. If there is no assistant chief flight instructor when the school is without a chief flight instructor, each stage or final test of a student enrolled in that approved course of training must be given by an FAA inspector or a designated pilot examiner (DPE) (see volume 2, chapter 145 of this handbook). By referring to the approved training syllabus, the FAA inspector or DPE should become familiar with the specific areas to be tested and with the completion standards for each stage of training being tested. The results of the tests given by the inspector or the DPE should be given to the operator of the school for inclusion in the appropriate student files.

C. Maintenance of Records. The holder of the school certificate is responsible for the maintenance of training records, the issuance of graduation certificates, and the general operation of the school during any change of chief instructor.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of Federal Aviation Regulations (FAR) Part 141, Federal Aviation Administration (FAA) policies, and qualification as an aviation safety inspector (ASI) (operations).

B. Coordination. This task will require coordination with the principal operations inspector (POI) and may require coordination with the airworthiness unit.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, and 91
- FAA Order 2150.3, Compliance and Enforcement
- Appropriate Practical Test Standards (PTS)
- Advisory Circular (AC) 141-1, Certification of Pilot Schools
- The school's training course outlines (TCO)

B. Forms.

- FAA Form 8710-1, Airman Certificate and/or Rating Application (figure 143-1)

C. Job Aids.

- None

5. PROCEDURES.

A. Task Clarification. Determine what course this task will be conducted for.

(1) For an initial certification, conduct a practical test for all proposed courses.

(2) For adding a course or changing the chief flight instructor or assistant chief flight instructor, conduct the practical test for only the affected course.

B. Application. Provide the applicant a blank copy of FAA Form 8710-1 (figure 143-1). Advise the applicant to mark it, "Application for Chief Flight Instructor or Assistant Chief Flight Instructor Proficiency Check."

C. TCO Review. Review the relevant TCO for the school's procedures.

D. File Review. Review any appropriate FSDO file for pertinent information on the applicant or air agency.

E. Program Tracking and Reporting Subsystem (PTRS). Open PTRS file.

F. Personnel History. Using office procedures, conduct an Enforcement Information Subsystem/Accident Incident Data Subsystem (EIS/AIDS) check on the chief flight instructor applicant or assistant chief flight instructor applicant.

(1) If the applicant has no previous enforcement or accident/incident history, place the EIS/AIDS report in the FSDO file.

(2) If the EIS/AIDS report is positive, evaluate the results to determine if the problems were related to flight training. If the problems do relate to flight training, discuss the findings with the school. Inform the school that the test cannot be continued until the school submits a different person for consideration. Set a time limit for receipt of the application.

(a) When the school submits a new name, repeat paragraph F and schedule a date and time for the test.

(b) If the school does not submit a new application, terminate the task.

G. Schedule Test. Schedule date, time, and location for the practical test.

H. Review the Application. Review FAA Form 8710-1 for completeness, accuracy, minimum qualifications, and experience requirements.

(1) Determine that the application is marked "Application for Chief Flight Instructor or Assistant Chief Flight Instructor Proficiency Check" and that it lists the courses for which the chief flight instructor or assistant chief flight instructor will be tested.

(2) Determine if the pilot's experience and qualifications meet the requirements of the FAR for the approval requested. (FAR § 141.33, 141.35, or 141.36.)

(3) If the application is not correct or the applicant's qualifications are not adequate, inform the applicant that he or she is not qualified. Notify the operator and confirm in writing, indicating the specific areas that were not adequate (figure 143-2). Explain to the applicant how to correct the discrepancy, and reschedule the test.

(4) If the application is correct and the applicant's qualifications meet the FAR, examine the pilot certificates.

I. Review Pilot Certificates.

(1) Check pilot and flight instructor certificates for appropriate certificates and ratings.

(2) If the pilot certificates are not appropriate, inform the applicant that he or she is not qualified. Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2). Explain to the applicant how to correct the discrepancy, and reschedule the test.

J. Inspect Aircraft Used in Test.

(1) If an airworthiness inspector is available have that inspector check aircraft documents and current inspections. If not, check the following:

- (a) the registration certificate;
- (b) the airworthiness certificate;
- (c) the radio station license;
- (d) the operating limitations; and
- (e) the weight and balance information.

(2) If the aircraft does not meet any of the above requirements, inform the applicant that the test cannot be conducted and why.

(a) Notify the operator and confirm in writing, indicating the specific areas that were deficient (figure 143-2).

(b) Reschedule the test after the deficiencies have been corrected or reschedule the test with another appropriate aircraft after it has been inspected.

(3) If the aircraft is airworthy and appropriate for the practical test, conduct the knowledge portion of the test.

K. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Knowledge Portion.

(1) Test the chief flight instructor's or assistant chief flight instructor's knowledge of at least the following:

- (a) FAR Parts 61, 91, 141 and other appropriate FAR relating to the course of training;
- (b) the school's TCO's and/or special curricula relating to the courses being tested;
- (c) the school's prerequisites and enrollment procedures (FAR § 141.93);

(d) the school's training standards, objectives, completion standards, and graduation procedures;

(e) airports and aircraft (FAR § 141.37 and 141.39);

(f) simulators and other training devices (FAR § 141.41);

(g) the minimum qualifications and ratings for each instructor used for the particular course of training;

(h) the safety procedures and practices of the school;

(i) the chief instructor's duties and responsibilities (FAR § 141.85); and

(j) the means by which the chief instructor will ensure that instruction is standardized. (FAR § 141.79, 141.81, 141.83, and 141.89)

(2) If the knowledge portion of the test is satisfactory, proceed with the skill portion.

(3) If the knowledge portion of the test is unsatisfactory, inform the applicant and debrief the applicant on how to correct the deficiency.

(a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2).

(b) Reschedule the test at the operator's request after the deficiencies have been corrected.

L. Conduct Chief Instructor/Assistant Chief Flight Instructor Practical Test - Skill Portion.

(1) Use the procedures for evaluating a DPE (see volume 2, chapter 15 of this handbook). Give special attention to the TCO requirements and the applicant's ability to evaluate not only the performance of students but the performance of other flight instructors as well.

(2) If the skill portion of the test is completed satisfactorily, note the result on FAA Form 8710-1 and place it in the operator's file in the FSDO. Do not forward it to AFS-760.

(3) If the knowledge and skill test is not completed satisfactorily, inform the applicant immediately.

(a) Notify the operator and confirm in writing, indicating the specific areas of deficiency (figure 143-2).

(b) After the deficiencies have been corrected, schedule a re-examination at the operator's request.

(4) If a re-examination is accomplished within 60 days, the inspector may elect to repeat the entire practical test or repeat only that portion of the test that was unsatisfactory. If re-examination is delayed beyond 60 days, repeat the entire practical test.

(5) In the case of an existing TCO, remind the operator that he or she may need to change the TCO to reflect the new chief or assistant chief flight instructor.

M. PTRS. Make final PTRS entry.

7. TASK OUTCOMES. Completion of the task results in either of the following:

A. Acceptance of the applicant as either chief flight instructor or assistant chief flight instructor for a course of training; or

B. Denial of the applicant.

9. FUTURE ACTIVITIES.

A. Possible acceptance of the school's TCO.

B. According to the established surveillance plan, inspect either the chief flight instructor's or assistant chief flight instructor's performance for each course of training for which that instructor is responsible.

C. Conduct additional chief flight instructor or assistant chief flight instructor practical tests for other courses or for when the school changes its chief flight instructor.

FIGURE 143-1
FAA FORM 8710-1, APPLICATION FOR AIRMAN CERTIFICATE OR RATING

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021

FAA Form 8710-1 Application for Airman Certificate or Rating. Includes sections for Application Information, Personal Information, Medical Information, Pilot Experience, and Record of Pilot Time.

FAA Form 8710-1 (7-92) Supersedes Previous Edition

FIGURE 143-2
LETTER EXPLAINING WHY CHIEF FLIGHT INSTRUCTOR KNOWLEDGE
AND SKILL TEST WAS UNSATISFACTORY

FAA Letterhead

[*date*]

school's name and address]

Dear [*applicant's name*]:

On [*date of test*], [*name of airman*] failed to satisfactorily demonstrate the appropriate [*knowledge/skills*] to be designated as chief flight instructor for [*names of courses*]. The specific areas that were unsatisfactory are [*list unsatisfactory items*].

A re-examination of this candidate or of a new candidate may be rescheduled only at your request.

Sincerely,

[*certification project manager's signature (if an initial certification) or principal operations inspector's signature, (if an existing pilot school)*]

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