

CHAPTER 145. CONDUCT A STAGE TEST FOR A FEDERAL AVIATION REGULATIONS (FAR) PART 141 PILOT SCHOOL

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1651

3. OBJECTIVE. The objective of this task is to conduct stage tests for an FAA-approved flight school. These tests can take place during the absence of the regular chief flight instructor for the school, or at the initiative of the jurisdictional Flight Standards District Office (FSDO) for the purpose of inspection or surveillance. Successful completion of this task results in an indication of either satisfactory or unsatisfactory on the student's official school record. If the stage test is a certification test, the task could result in the issuance or denial of a certificate or rating.

5. GENERAL.

A. Authority. FAA inspectors are authorized to conduct pilot school stage tests under FAR 141.21, Inspections.

B. Initiation.

(1) Generally, the pilot school contacts the jurisdictional FSDO and requests an inspector to examine flight test candidates in the absence of the chief flight instructor. However, a student who is dissatisfied with stage or final test results may request a retest by an FAA inspector.

(2) The task may also be initiated by the FSDO for spot checking the quality of instruction and training given by the school.

C. Inspector Qualifications. The inspector must be appropriately rated, knowledgeable, and current in the type of aircraft to be used.

D. Aircraft Preparation. The school provides the aircraft for the stage test. The student brings the aircraft and engine logbooks so that the airworthiness of the aircraft can be determined.

7. STAGE TEST. The inspector evaluates the ability of the applicant to perform the required pilot oper-

ations described in the training course outline (TCO) for the particular stage of the course being tested. The applicant satisfactorily completes the stage test only when each required operation is successfully performed. The test may be discontinued at any time an operation is failed.

A. Student Briefing. The student is briefed on the procedures, objectives, and completion standards for the stage test.

(1) The student should know how emergencies are simulated. The inspector and the student should discuss appropriate actions to take in the event of an actual emergency.

(2) The inspector and student must clearly understand the pilot-in-command (PIC) responsibilities and the terminology used to transfer control of the aircraft.

(3) If the test is a certification stage test for a certificate or rating, the briefing must include a review of the written test appropriate to the certificate as well as a review of pilot and medical certificates, as appropriate.

B. Stage Test Standards. The appropriate practical test standards (PTS) or the completion standards for the stage test found in the school's TCO are the guide for the certification stage test.

(1) The student should understand completely the deficiencies and strengths found during the test, and how to correct problem areas.

(2) In the case of failure, the inspector should tell the student how to request a retest and whether any successful items may be credited toward the retest.

(3) The student's training record and stage check results are completed by the inspector performing the check.

(4) The inspector should advise the chief instructor of the school of the results the tests.

SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of FAR Parts 61 and 141, FAA policies, and qualification as an Aviation Safety Inspector (Operations).

B. Coordination. This task requires coordination with the Principal Operations Inspector (POI) and with an airworthiness inspector.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- FAR Parts 1, 61, 91, and 141
- School's TCO
- Appropriate training syllabus
- Appropriate PTS

B. Forms.

- FAA Form 8710-1, Airman Certificate and/or Rating Application (Figure 145-1)

C. Job Aids.

- Pilot school stage check forms

5. PROCEDURES. After receipt of a request to conduct a stage test, accomplish the following:

A. Initial Information.

(1) Determine the course and the stage test to be given.

(2) Determine the aircraft to be used.

(3) Request the student's records from the school.

(4) Advise the school on how to fill out the application, FAA Form 8710-1. Provide a copy, if necessary.

B. Document Review.

(1) Review the lesson objectives and tasks found in the TCO for the particular stage being tested.

(a) Review all required maneuvers for this stage test.

(b) Determine the completion standards for each stage test conducted.

(2) If available, review the pilot's operating handbook for the aircraft to be used on this stage test.

(3) Review the prerequisites and general procedures for the flight tests (FAR 61.35 and 61.43).

(4) Review the FSDO file on the school for previous inspection reports and results of previous stage tests.

(5) Review the student's records for previous stage test results, noting any areas of weakness.

C. Stage Test. Schedule the date, time, and location of stage test.

D. PTRS. Open PTRS file.

E. Pre-Test Briefing. Brief the student on the procedures, objectives, and completion standards expected for the stage test. Brief the student on methods used to simulate emergency situations and other safety precautions. Determine the PIC responsibilities and a method for turning over control of the airplane to the inspector.

F. Review Application. Review FAA Form 8710-1 for eligibility, completeness, and accuracy.

(1) Complete Section IA through U as for a usual certification. Ensure that the "Other" box is checked and that the words "Stage Test" are entered after it.

(2) Complete Section IIA as for a usual certification.

(3) Complete Section III if the test is a final stage test for a certificate or rating. Ensure that the minimum aeronautical experience for the certificate or rating is indicated.

(4) Ensure that the applicant has indicated either "yes" or "no" in Section IV.

(5) Ensure that the applicant has signed and dated the application in Section V.

(6) Ensure that the Air Agency Recommendation section on the reverse of the application is filled out

when the stage test is conducted for a certificate or rating.

G. Student File Review. With the student, review the training record, medical certificate, any pilot certificate, and so forth, for eligibility, accuracy, currency, completeness, and qualifications.

H. Conduct Knowledge Test. Review any written test items or other areas appropriate to this specific stage test.

(1) If the knowledge portion of the test is not satisfactory, make the appropriate entry on the student's official school record.

(a) Inform the applicant of the failure, and explain how problems may be corrected.

(b) Discuss the areas failed with the chief instructor, and recommend how they can be improved.

(c) Mark the Disapproved box in the Inspector's Report section on the reverse of the application. If the test was a certification test, issue a Notice of Disapproval and place the application in the approved school's file at the FSDO. If the test was the certification stage test, forward the application to AVN-260.

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

I. Conduct Skill Test.

(1) Follow the objectives and tasks found in the TCO.

(2) Evaluate the student's performance using the completion standards in the TCO.

(3) Debrief the student on the quality of the demonstrated knowledge and skill stage test.

(4) Make appropriate entries in the student records, if the demonstration was satisfactory.

(5) If the test was the final stage test for a certificate or rating, mark the Approved box in the Inspector's Report section on the reverse of the application, and fill out all other appropriate information. Issue the appropriate FAA form 8020-4, Temporary Airman Certificate.

(6) If the demonstration was unsatisfactory, make the appropriate entry in the student records.

(a) Inform the applicant of the failure, and explain how to correct.

(b) Discuss the areas failed with the chief instructor, and recommend how improvement can be made.

(c) Mark the Disapproved box in the Inspector's Report section on the reverse of the application. If the test was the final stage test, issue a Notice of Disapproval, and place the application in the FSDO file on the school. If the test was the certification stage test, forward the application to AVN-260.

(d) If it is desirable to conduct the retest, advise the school.

J. Additional Stage Tests. If a retest is to be conducted by an inspector, schedule the date and time.

K. PTRS. Close PTRS.

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

A. An entry in student's record of a satisfactory or an unsatisfactory stage test; or

B. The issuance or denial of a certificate or rating.

9. FUTURE ACTIVITIES.

A. Conduct additional stage tests as requested.

B. Conduct retests as necessary.

FIGURE 145-1

FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

TYPE OR PRINT ALL ENTRIES IN INK

Form Approved OMB No: 2120-0021

I Application Information		Student		Recreational		Private		Commercial		Airline Transport		Instrument					
<input type="checkbox"/> Additional Aircraft Rating		<input type="checkbox"/> Airplane Single-Engine		<input type="checkbox"/> Airplane Multiengine		<input type="checkbox"/> Rotorcraft		<input type="checkbox"/> Glider		<input type="checkbox"/> Lighter-Than-Air		<input type="checkbox"/> Flight Instructor					
<input type="checkbox"/> Flight Instructor Initial		<input type="checkbox"/> Renewal		<input type="checkbox"/> Reinstatement		<input type="checkbox"/> Additional Instructor Rating		<input type="checkbox"/> Ground Instructor		<input type="checkbox"/> Medical Flight Test		<input type="checkbox"/> Reexamination					
<input type="checkbox"/> Reissuance of _____ Certificate		<input checked="" type="checkbox"/> Other		Stage TEST													
A. Name (Last, First, Middle) Griffiths, Johnny				B. SSN (US Only) 123-45-6789				C. Date of Birth Mo. Day Year 2/13/46		D. Place of Birth Oshkosh, WI							
E. Address (Please See Instructions Before Completing) 7375 Red Greenwood City, State, Zip Code Indianapolis, WI 37874				F. Nationality (Citizenship) Specify <input checked="" type="checkbox"/> USA <input type="checkbox"/> Other _____				G. Do you read, speak and understand English? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No									
H. Height 74 In.		I. Weight 190 Lbs.		J. Hair Blond		K. Eyes Blue		L. Sex <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female		M. Do you now hold, or have you ever held an FAA Pilot Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		N. Grade Pilot Certificate STUDENT					
O. Certificate Number 3307138		P. Date Issued 6/92		Q. Do you hold a Medical Certificate? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		R. Class of Certificate III		S. Date Issued 6/90		T. Name of Examiner Dr. Lovingood		U. Have you been convicted for violation of Federal or State statutes relating to narcotic drugs, marijuana, or depressant or stimulant drugs or substances? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
V. Date of Final Conviction		W. Glider or Free Balloon Pilots only: Medical Statement: I have no known physical defect which makes me unable to pilot a glider or free balloon.				Signature				X. Date							
II Certificate or Rating Applied For on Basis of:																	
<input checked="" type="checkbox"/> A. Completion of Required Test		1. Aircraft to be used (if flight test required) C150-N1234				2a. Total time in this aircraft 22 hours				2b. Pilot in command 8 hours							
<input type="checkbox"/> B. Military Competence Obtained in		1. Service		2. Date Rated		3. Rank or Grade and Service Number											
<input type="checkbox"/> C. Graduate of Approved Course		1. Name and Location of Training Agency or Training Center						1a. Certification Number		2. Curriculum From Which Graduated							
<input type="checkbox"/> D. Holder of Foreign License Issued By		1. Country		2. Grade of License				3. Number									
<input type="checkbox"/> E. Completion of Air Carrier's Approved Training Program		1. Name of Air Carrier				2. Date		3. Which Curriculum <input type="checkbox"/> Initial <input type="checkbox"/> Upgrade <input type="checkbox"/> Transition									
III Record of Pilot time (Do not write in the shaded areas.)																	
Total	Instruction Received	Solo	Pilot in Command	Second in Command	Cross Country Instruction Received	Cross Country Solo	Cross Country Pilot in Command	Instrument	Night Instruction Received	Night Take-off/Landing	Night Pilot in Command	Night Take-off/Landing Pilot in Command	Number of Flights	Number of Aero-Tows	Number of Ground Launches	Number of Powered Launches	Number of Free Flights
IV Have you failed a test for this certificate or rating? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
Within the Past 30 days? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																	
V Applicant's Certification — I certify that all statements and answers provided by me on this application form are complete and true to the best of my knowledge, and I agree that they are to be considered as part of the basis for issuance of any FAA certificate to me. I have also read and understand the Privacy Act statement that accompanies this form.																	
Signature of Applicant Johnny Griffiths										Date 7/15/92							
FAA Use Only																	
EMP	REG	D.O.	SEAL	CON	ISS	ACT	LEV	TR	S.H.	SACH	#RTE	RATING (1)					

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

FIGURE 145-1—Continued
FAA FORM 8710-1, AIRMAN CERTIFICATE AND/OR RATING APPLICATION

Instructor's Recommendation					
I have personally instructed the applicant and consider this person ready to take the test.					
Date	Instructor's Signature	Certificate No.	Certificate Expires		
Air Agency's Recommendation					
The applicant has successfully completed our _____ course, and is recommended for certification or rating without further _____ test.					
Date	Agency Name and Number	Official's Signature			
		Title			
Designated Examiner's Report					
<input type="checkbox"/> Student Pilot Certificate Issued (Copy attached) <input type="checkbox"/> I have personally reviewed this applicant's pilot logbook, and certify that the individual meets the pertinent requirements of FAR 61 for the pilot certificate or rating sought. <input type="checkbox"/> I have personally reviewed this applicant's graduation certificate, and found it to be appropriate and in order, and have returned the certificate. <input type="checkbox"/> I have personally tested and/or verified this applicant in accordance with pertinent procedures and standards with the result indicated below. <input type="checkbox"/> Approved—Temporary Certificate Issued (Copy Attached) <input type="checkbox"/> Disapproved—Disapproval Notice Issued (Copy Attached)					
Location of Test (Facility, City, State)			Duration of Test		
			Ground	Simulator	Flight
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)	
Date	Examiner's Signature	Certificate No.	Designation No.	Designation Expires	
Evaluator's Record For Airline Transport Certificate/Rating Only					
	Inspector	Examiner	Signature	Date	
Oral	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
Approved Simulator/Training Device Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
Aircraft Flight Check	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
Advanced Qualification Program	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	
Inspector's Report					
I have personally tested this applicant in accordance with or have otherwise verified that this applicant complies with pertinent procedures, standards, policies, and or necessary requirements with the result indicated below.					
<input type="checkbox"/> Approved—Temporary Certificate Issued <input checked="" type="checkbox"/> Disapproved—Disapproval Notice Issued					
Location of Test (Facility, City, State)			Duration of Test		
Kansas City International Airport (MCI) Kansas City, Missouri			Ground	Simulator	Flight
			1.8	0	1.2
Certificate or Rating for Which Tested		Type(s) of Aircraft Used		Registration No.(s)	
Private Pilot Stage Test II		C150		N234	
<input type="checkbox"/> Student Pilot Certificate issued <input type="checkbox"/> Examiner's Recommendation <input type="checkbox"/> ACCEPTED <input type="checkbox"/> REJECTED <input type="checkbox"/> Reissue or Exchange of Pilot Certificate <input type="checkbox"/> Special medical test conducted—report forwarded to Aeromedical Certification Branch, AAM-130		<input type="checkbox"/> Certificate or Rating Based on <input type="checkbox"/> Military Competence <input type="checkbox"/> Foreign License <input type="checkbox"/> Approved Course Graduate <input type="checkbox"/> Other Approved FAA Qualification Criteria <input type="checkbox"/> Certificate Issued <input type="checkbox"/> Certificate Denied		<input type="checkbox"/> Instructor <input type="checkbox"/> Flight <input type="checkbox"/> Ground <input type="checkbox"/> Renewal <input type="checkbox"/> Approved <input type="checkbox"/> Reinstatement <input type="checkbox"/> Disapproved Instructor Renewal Based on <input type="checkbox"/> Activity <input type="checkbox"/> Training Course <input type="checkbox"/> Acquaintance <input type="checkbox"/> Test	
Training Course (FIRC) Name		Graduation Certificate No.		Date	
Date	Inspector's Signature			FAA District Office	
7/15/92	Eddie Rosenberger			JCT-ES10	
Attachments:					
<input type="checkbox"/> Student Pilot Certificate (copy) <input type="checkbox"/> Report of Written Examination <input type="checkbox"/> Temporary Pilot Certificate (copy)		<input checked="" type="checkbox"/> Airmans Identification (ID) Missouri Drivers License Form of ID 12345678 Number 12/92 Expiration Date		<input type="checkbox"/> Notice of Disapproval <input type="checkbox"/> Superseded Pilot Certificate <input type="checkbox"/> Answer Sheet Graded <input type="checkbox"/> Answer Sheet Graded (Foreign Instrument)	