

CHAPTER 204. REVIEW AN EXAMINER CERTIFICATION FILE

SECTION 1. BACKGROUND

1. PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE: 1563

3. OBJECTIVE. The objective of this task is to determine if an examiner certification file is complete and accurate. Completion of this task results in forwarding of the examiner certification file to the Airmen Certification Branch, AFS-760.

5. GENERAL.

A. Pen and Ink Changes. In some instances, pen and ink changes in the top or bottom half of the boxes provided in Section III of FAA Form 8710-1, Airman Certificate and/or Rating Application, may be necessary in order to permit the applicant to enter the specific pilot flight experience required by the regulations. In other instances, it may be more appropriate to list the required flight experience, certified by the applicant's signature, on a separate sheet which is then attached to the application. AFS-760 will accept FAA Form 8710-1 with either clearly legible pen and ink changes to the boxes on the form showing the required pilot flight experience or with a legible attachment to

the form, certified by the applicant's signature, showing the required flight experience.

B. Instructor Recommendation. The Instructor's Recommendation section of FAA Form 8710-1 need not be signed if accompanied by a certified copy of the logbook endorsement. However, when an applicant is being retested after a failure, the instructor must sign the Instructor Recommendation section of FAA Form 8710-1.

C. Inspector's Report. Inspectors and aviation safety technicians (AST) processing and signing examiners' certification files must check either the Accepted box or the Rejected box after "Examiner's Recommendation" and date, sign, and enter the Flight Standards District Office (FSDO) identifier in the Inspector's Report section on FAA Form 8710-1.

D. AST Signature. When signing the Inspector's Signature block on FAA Form 8710-1, AST's shall enter the notation "AST" following their signature. This notation is important because AFS-760's software searches for an inspector identification number in the absence of this notation.

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SECTION 2. PROCEDURES

1. PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) parts 61 and 141 and Federal Aviation Administration (FAA) policies. It also requires qualification as an aviation safety inspector (operations) or an AST.

B. Coordination. This task may require coordination with the Airman Certification Branch, AFS-760.

3. REFERENCES, FORMS, AND JOB AIDS.

A. References.

- Parts 61 and 141
- PTRS Procedures Manual (PPM)

B. Forms.

- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet

C. Job Aids.

- None

5. PROCEDURES.

A. PTRS. Open PTRS.

B. File Contents. The certification file should contain at least:

- (1) a correctly completed FAA Form 8710-1;
- (2) a knowledge test report, if applicable;
- (3) an approved school graduation certificate, if appropriate;
- (4) a superseded airman certificate, if applicable, and
- (5) a temporary airman certificate or notice of disapproval, as applicable.

C. Review Application.

(1) Check the application for accuracy and completeness.

(2) Ensure that the applicant meets the applicable eligibility, aeronautical knowledge, and aeronautical experience requirements.

(3) Verify that the Designated Examiner's Report section is completed correctly and signed by the examiner.

(4) Ensure that the appropriate documents are attached to the file.

D. File Complete. If the file contains errors or omissions, return the file to the examiner for correction. When the file is completed correctly, complete the Inspector's Report section and sign the Inspector's Signature block of FAA Form 8710-1. AST's must make the notation "AST" after their signature

(1) Forward the completed file to AFS-760.

(2) Complete FAA Form 8000-36 in accordance with the PPM.

7. TASK OUTCOMES. Completion of this task results in forwarding the certification file to AFS-760.

9. FUTURE ACTIVITIES.

A. Counseling the examiner if an unacceptable level of errors occur in the examiner's certification files.

B. Reviewing the examiner's designation file before annual renewal of the examiner's designation.

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