

APPENDIX 2. SAMPLE AIRPLANE PILOT'S PROFICIENCY PRACTICE PLAN

Pilot's Name: _____ Date: _____

Flight Rules (VFR) Flight Profile – Every 4-6 Weeks:

- Preflight (include 3-P Risk Management Process (RMP) (Perceive hazards, Process risk level, and Perform risk management).) (Refer to Appendix 1, Resources, number 5.)
- Normal taxi.
- Takeoff.
- Departure to practice area.
- CHAPS (before each maneuver):**
 - Clear the area.
 - Heading established and noted.
 - Altitude established (at least 3,000 above ground level (AGL)).
 - Position near a suitable emergency landing area.
 - Set power and aircraft configuration.
- Steep turns (both directions), altitude within 100 feet and airspeed within 10 knots.
- Power-off stalls (approach to landing) and recovery.
- Power-on stalls (takeoff/departure) and recovery.
- Ground reference maneuvers (600' to 1000' AGL).
- Pattern practice:
 - Normal landing (full flaps).
 - Short-field takeoff and landing over a 50 feet obstacle.
 - Soft-field takeoff and landing.
- Slow flight
- Discretionary maneuver _____
- Discretionary maneuver _____
- Secure the aircraft.
- Review your performance.
- Schedule next proficiency flight.

APPENDIX 3. SAMPLE PILOT’S PERSONAL AERONAUTICAL GOALS

Pilot’s Name: _____ **Date:** _____

Training Goals

- _____ Certificate Level (Private, Commercial, air transport pilot (ATP))
- _____ Ratings (Instrument, Multiengine Land (MEL), Airplane Single-Engine Sea (ASES), Airplane Multiengine Sea (AMES), Rotorcraft, Glider, etc.)
- _____ Endorsements (high performance, complex, tailwheel, high altitude, etc.)
- _____ Phase in Pilot Proficiency Program (WINGS)
- _____ Instructor Qualifications (certificated flight instructor (CFI), CFI – instrument (CFII), Multiengine Instructor, advanced ground instructor (AGI), instrument ground instructor (IGI))

Other: _____

Proficiency Goals

Lower personal minimums to:

- _____ Ceiling
- _____ Visibility
- _____ Winds
- _____ Precision approach minimums
- _____ Non-precision approach minimums

Fly at least:

- _____ Times per month
- _____ Hours per month
- _____ Hours per year
- _____ Cross-country flights per year
- _____ Night hours per month

Make a cross-country trip to: _____

Other: _____

Aeronautical Training Action Plan

APPENDIX 4. SAMPLE CERTIFICATED FLIGHT INSTRUCTOR'S FLIGHT REVIEW CHECKLIST

Step 1: Preflight Review Actions

- Scheduling
- Pilot's aeronautical history
- Title 14 CFR part 91 review assignment
- Cross-country flight plan assignment

Step 2: Ground Discussion

- English Language Proficiency (ELP)
- Regulatory review
- Cross-country flight plan review
- Risk management (RM) and personal minimums

Step 3: Conducting the Flight

- Physical aircraft (basic skills)
- Takeoffs and stabilized approaches to landings
- Slow flight
- Stalls and recovery/spin recognition and avoidance
- Recovery from unusual attitudes
- Simulated loss of power/engine
- Operating the aircraft by sole reference to instruments under actual or simulated conditions
- Aeronautical decision-making
- Automation system failures

Step 4: Postflight Discussion

- Replay, reflect, reconstruct, redirect
- Questions

Step 5: Aeronautical Health Maintenance and Improvement Plan

- Personal minimums checklist
- Personal proficiency practice plan
- Training plan (if desired)
- Resources list

Sample Pilot's Aeronautical History for Flight Review

Pilot: _____
 CFI: _____
 Address: _____
 Phone(s): _____
 E-mail: _____

Pilot Certificate(s):

- _____ Private
- _____ Commercial
- _____ Air transport pilot (ATP)
- _____ Flight instructor

Ratings (not necessarily inclusive):

- _____ Instrument
- _____ Airplane Single-Engine Pilot (ASEL)
- _____ Multiengine Land (MEL)
- _____ Lighter-than-air (LTA)
- _____ Rotorcraft
- _____ (Other)

Experience (pilot):

- _____ Total time
- _____ Last 6 months
- _____ Average hours/month
- _____ Time since last flight review
- _____ Since last instrument proficiency check (IPC)

Experience (aircraft):

- Aircraft type(s) you fly _____
- Aircraft used most often _____
- _____ Total time
- _____ Last 6 months
- _____ Average hours/month

Experience (flight environment):

- Since your last flight review, approximately how many hours have you logged in:
- _____ Day visual flight rules (VFR)
- _____ Day instrument flight rules (IFR)
- _____ Instrument meteorological conditions (IMC)
- _____ Night VFR
- _____ Night IFR
- _____ Mountainous/Overwater
- _____ Towered
- _____ Non-Towered

Type of Flying (external factors):

- What percentage of your flying is for:
- _____ Pleasure
- _____ Business
- _____ Local
- _____ Cross country

Personal Skills Assessment:

- Strengths as a pilot? _____
- _____
- Areas for improvement? _____
- _____
- Aviation goals? _____
- _____

APPENDIX 5. REGULATORY REVIEW GUIDE**SIDE 1****PILOT**

- Experience:** Recent Flight Experience (14 CFR part 61, § 61.57).
- Responsibility:**
 - Authority (14 CFR part 91 § 91.3).
 - Flightcrew Members at Station (§ 91.105).
 - Preflight Action (§ 91.103).
 - Safety Belts (§ 91.107).
 - Air Traffic Control (ATC) Instructions (§ 91.123).
- Cautions:**
 - Careless or Reckless Operation (§ 91.13).
 - Dropping Objects (§ 91.15).
 - Alcohol or Drugs (§ 91.17).
 - Supplemental Oxygen (§ 91.211).
 - Fitness for Flight (Aeronautical Information Manual (AIM) (chapter 8, section 1)).

AIRCRAFT

- Airworthiness:**
 - Basic (§ 91.7).
 - Flight Manual, Markings, and Placards (§ 91.9).
 - Certifications Required (§ 91.203).
 - Instrument and Equipment Requirements (§ 91.205).
 - Emergency Locator Transmitter (ELT) (§ 91.207).
 - Position Lights (§ 91.209).
 - Inoperative Instruments and Equipment (§ 91.213).
 - Transponder Requirements (§ 91.215).
- Maintenance:**
 - Responsibility (§ 91.403).
 - Maintenance Required (§ 91.405).
 - Operation after Maintenance (§ 91.407).
 - Maintenance Records (§ 91.417).
- Inspections:**
 - Annual, Airworthiness Directives (AD), 100 Hours (§ 91.409).
 - Altimeter and Pitot Static System (§ 91.411).
 - Very High Frequency Omnidirectional Range (VOR) Check (§ 91.171).
 - Transponder (§ 91.413).
 - ELT (§ 91.207).

SIDE 2**ENVIRONMENT** **Airports:**

- Markings (AIM (chapter 2, section 3)).
- Operations (AIM (chapter 4, section 3); §§ 91.125 and 91.126).
- Traffic Patterns (§ 91.126).

 Airspace:

- Altimeter Settings (AIM (chapter 7, section 2); § 91.121).
- Minimum Safe Altitudes (§§ 91.119 and 91.177).
- Cruising Altitudes (AIM (chapter 3, section 1, paragraph 3-1-5); §§ 91.159 and 91.179).
- Speed Limits (§ 91.117).
- Right of Way (§ 91.113).
- Formation (§ 91.111).
- Types of Airspace (AIM (chapter 3)).
 - Controlled Airspace (AIM (chapter 3, section 2); §§ 91.129, 91.130, 91.131, and 91.135).
 - Class G Airspace (AIM (chapter 3, section 3)).
 - Special Use (AIM (chapter 3, section 4); §§ 91.133, 91.137, 91.141, 91.143, and 91.145).
- Emergency Air Traffic Rules (AIM (chapter 5, section 6); § 91.139).

 Air Traffic Control & Procedures:

- Services (AIM (chapter 4, section 1)).
- Radio Communications (AIM (chapter 4, section 2); Pilot/Controller Glossary).
- Clearances (AIM (chapter 4, section 4)).
- Procedures (AIM (chapter 5)).

 Weather:

- Meteorology (AIM (chapter 7, section 1)).
- Wake Turbulence (AIM (chapter 7, section 3)).

EXTERNAL PRESSURE

- Personal Minimums Checklist.
- Risk Management (RM) (3-P model).
- Practical Test Standards (PTS) Special Emphasis Items.

APPENDIX 6. SAMPLE FLIGHT REVIEW CHECKLIST**SIDE 1****References****Selected portions of 14 CFR § 61.56**

(a) A flight review consists of a minimum of 1 hour of flight training and 1 hour of ground training. The review must include:

- (1) A review of the current general operating and flight rules of part 91 of this chapter; and
- (2) A review of those maneuvers and procedures that, at the discretion of the person giving the review, are necessary for the pilot to demonstrate the safe exercise of the privileges of the pilot certificate.

(c) Except as provided in paragraphs (d), (e), and (g) of this section, no person may act as pilot in command of an aircraft unless, since the beginning of the 24th calendar month before the month in which that pilot acts as pilot in command, that person has—

- (1) Accomplished a flight review given in an aircraft for which that pilot is rated by an authorized instructor and
- (2) A logbook endorsed from an authorized instructor who gave the review certifying that the person has satisfactorily completed the review.

(d) A person who has, within the period specified in paragraph (c) of this section, passed any of the following need not accomplish the flight review required by this section:

- (1) A pilot proficiency check or practical test conducted by an examiner, an approved pilot check airman, or a U.S. Armed Force, for a pilot certificate, rating, or operating privilege.
- (2) A practical test conducted by an examiner for the issuance of a flight instructor certificate, an additional rating on a flight instructor certificate, renewal of a flight instructor certificate, or reinstatement of a flight instructor certificate.

(e) A person who has, within the period specified in paragraph (c) of this section, satisfactorily accomplished one or more phases of an FAA-sponsored pilot proficiency award program need not accomplish the flight review required by this section.

AC 61-65E**Completion of a Flight Review: §§ 61.56(a) and 61.56(c).**

I certify that (First name, MI, Last name), (pilot certificate), (certificate number), has satisfactorily completed a flight review of § 61.56(a) on (date).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-05

NOTE: No logbook entry reflecting unsatisfactory performance on a flight review is required.

Flight Review Checklist**Step 1: Preparation**

- Pilot's Aeronautical History
- Part 91 Review Assignment
- Cross-Country Flight Plan Assignment

Step 2: Ground Review

- English Language Proficiency (ELP)
- Regulatory Review
- Cross-Country Flight Plan Review
- Weather & Weather Decision-Making
- Risk Management & Personal Minimums
- GA Security Issues

Step 3: Flight Activities

- Physical Airplane (basic skills)
- Mental Airplane Automaton and A/C (systems knowledge)
- Takeoffs and Stabilized Approaches to Landings
- Slow Flight
- Stalls and Recovery/Spin Recognition/Avoidance
- Recovery from Unusual Attitudes
- Simulated Loss of Power/Engine
- Operating the Aircraft by Sole Reference to Instruments Under Actual or Simulated Conditions
- Aeronautical Decision-Making
- Automation System
- Automation System Failures

Step 4: Postflight Discussion

- Replay, Reflect, Reconstruction, Redirect
- Questions

Step 5: Aeronautical Health Maintenance & Improvement Plan

- Personal Minimums Checklist
- Personal Proficiency Practice Plan
- Training Plan (if desired)

For aviation safety information and online resources, visit www.faasafety.gov.

SIDE 2**Ground Review****PILOT:**

- Experience:**
 - Recent Flight Experience (61.57)
- Responsibility:**
 - Authority (91.3)
 - ATC Instructions (91.123)
 - Preflight Action (91.103)
 - Safety Belts (91.107)
 - Flight Crew at Station (91.105)
- Cautions:**
 - Careless or Reckless Operation (91.13)
 - Dropping Objects (91.15)
 - Alcohol or Drugs (91.17)
 - Supplemental Oxygen (91.211)
 - Fitness for Flight (AIM Chapter 8, Section 1)

AIRCRAFT:

- Airworthiness:**
 - Basic (91.7)
 - Flight Manual, Markings, Placards (91.9)
 - Certification Required (91.203)
 - Instrument & Equipment Requirements (91.205)
 - ELT (91.207)
 - Position Lights (91.209)
 - Transponder Requirements (91.215)
 - Inoperative Instruments and Equipment (91.213)
- Maintenance:**
 - Responsibility (91.403)
 - Maintenance Required (91.405)
 - Maintenance Records (91.417)
 - Operation After Maintenance (91.407)
- Inspections:**
 - Annual, Airworthiness Directives, 100-Hour (91.409)
 - Altimeter & Pitot Static System (91.411)
 - VOR Check (91.171)
 - Transponder (91.413)
 - ELT (91.207)

ENVIRONMENT:

- Airports:**
 - Markings (AIM Chapter 2, Section 3)
 - Operations (AIM 4-3; 91.126, 91.125)
 - Traffic Patterns (91.126)
- Airspace:**
 - Altimeter Settings (91.121; AIM 7-2)
 - Minimum Safe Altitudes (91.119, 91.177)
 - Cruising Altitudes (91.159, 91.179; AIM 3-1-5)
 - Speed Limits (91.117)
 - Right of Way (91.113)
 - Formation (91.111)
 - Types of Airspace (AIM 3)
 - Controlled Airspace (AIM 3-2; 91.135, 91.131, 91.130, 91.129)
 - Class G Airspace (AIM 3-3)
 - Special Use (AIM 3-4; 91.133, 91.137, 91.141, 91.143, 91.145)
 - Emergency Air Traffic Rules (91.139; AIM 5-6)
- Air Traffic Control & Procedures:**
 - Services (AIM 4-1)
 - Radio Communications (AIM 4-2 & Pilot Controller Glossary)
 - Clearances (AIM 4-4)
 - Procedures (AIM 5)
- Weather:**
 - Meteorology (AIM 7-1)
 - Wake Turbulence (AIM 7-3)

EXTERNAL PRESSURE:

- Personal Minimums Checklist
- Risk Management (3-P Model)
- PTS Special Emphasis Items

Suggested Flight Activities

Note: Structure the flight portion as an out-and-back VFR XC, with one leg focused on XC procedures (including diversion and lost procedures) and the other leg focused on airwork (“physical airplane” skills). Suggested activities include:

AREA OF OPERATION (from Private Pilot PTS)

- Preflight preparation**
 - Weather Information
 - Cross-Country Flight Planning
 - Performance and Limitations
 - Operation of Systems
- Preflight Procedures**
 - Preflight Inspections
 - Cockpit Management
 - Before Takeoff Check
- Airport Operations**
 - Radio Communications
 - Airport, Runway, Taxiway Signs, Markings, and Lighting
- Takeoffs, Landings, and Go-Arounds**
 - Normal and Crosswind Takeoff/Climb
 - Normal and Crosswind Approach/Landing
 - Soft-Field Takeoff and Climb
 - Soft-Field Approach and Landing
 - Short-Field Takeoff
 - Short-Field Approach
 - Go-Around Rejected Landing
- Performance Maneuver**
 - Steep Turns
- Navigation**
 - Pilotage and Dead Reckoning
 - Navigation Systems and Radar Services
 - Diversion
 - Lost Procedures
- Slow Flight and Stalls**
 - Maneuvering During Slow Flight
 - Power-off Stalls
 - Power-on Stalls
 - Spin Awareness
- Basic Instrument Maneuvers**
 - Straight and Level Flight
 - Turns to Headings
 - Recovery from Unusual Flight Attitudes
 - Radio Communications/Nav Systems
- Emergency Operations**
 - Emergency Approach and Landing
 - Systems and Equipment Malfunctions
 - Automation Failure: Failure of Autopilot and Avionics
- Postflight Procedures**
 - After Landing, Parking, Securing

APPENDIX 7. SAMPLE PILOT'S INSTRUMENT EXPERIENCE SUMMARY

Pilot's Name: _____ **CFI:** _____

Address: _____

Phone(s): _____ **E-mail:** _____

Type of Pilot Certificate(s):

_____ Private
 _____ Commercial
 _____ Airline transport pilot (ATP)
 _____ Flight instructor

Rating(s):

_____ Instrument
 _____ Multiengine
 _____ Rotorcraft
 _____ Glider
 _____ Lighter-than-air (LTA)

Experience (pilot):

_____ Total time
 _____ Last 6 months
 _____ Average hours/month
 _____ Time logged since last instrument proficiency check (IPC)

Experience (aircraft):

Aircraft type(s) you fly _____

Aircraft used most often _____

For this aircraft: Total time _____ Last 6 months _____ Average hours/month _____

Experience (flight environment): Approximately how many hours logged in:

_____ Day visual flight rules (VFR)
 _____ Day instrument flight rules (IFR)
 _____ Instrument meteorological conditions (IMC)
 _____ Night VFR
 _____ Night IFR
 _____ Approaches
 _____ Approaches to minimums
 _____ Approaches in last 6 months

Type of Flying (external factors): What percentage of your flying is for:

_____ Pleasure
 _____ Business
 _____ Local
 _____ Cross country

Personal Skills Assessment:

Strengths as a pilot? _____

Areas for improvement? _____

Aviation goals? _____

APPENDIX 8. SAMPLE INSTRUMENT TRAINING AND PROFICIENCY PLAN

Pilot's Name: _____ **CFI:** _____

Date: _____ **Review Date:** _____

Instrument Training Goals

- _____ Certificate Level (Private, Commercial, airline transport pilot (ATP))
- _____ Ratings (Instrument, Multiengine Land (MEL), Airplane Single-Engine Sea (ASES), Airplane Multiengine Sea (AMES))
- _____ Phase in Pilot Proficiency (WINGS) Program
- _____ Instructor Qualifications (certificated flight instructor (CFI), CFI-instrument (CFII), multiengine instructor, advanced ground instructor (AGI), instrument ground instructor (IGI))

Other: _____

Instrument Proficiency Goals

Lower personal minimums to:

- _____ Ceiling
- _____ Visibility
- _____ Winds
- _____ Precision approach minimums
- _____ Non-precision approach minimums

Fly instrument flight rules (IFR)/instrument meteorological conditions (IMC) at least:

- _____ Times per month
- _____ Hours per month
- _____ Hours per year
- _____ Cross-country flights per year
- _____ Night hours per month

Make an IFR/IMC cross-country trip to: _____

Other: _____

Aeronautical Training Action Plan

APPENDIX 9. SAMPLE CERTIFICATED FLIGHT INSTRUCTOR'S INSTRUMENT PROFICIENCY CHECK (IPC) CHECKLIST

SIDE 1

References

14 CFR § 61.57(d)—Instrument Proficiency Check.

Except as provided in paragraph (e) of this section, a person who has failed to meet the instrument experience requirements of paragraph (c) for more than six calendar months may reestablish instrument currency only by completing an instrument proficiency check. The instrument proficiency check must consist of the areas of operation and instrument tasks required in the instrument rating practical test standards.

- (1) The instrument proficiency check must be—
- (i) In an aircraft that is appropriate to the aircraft category;
 - (ii) For other than a glider, in a flight simulator or flight training device that is representative of the aircraft category; or
 - (iii) For a glider, in a single-engine airplane or a glider.
- (2) The instrument proficiency check must be given by—
- (i) An examiner;
 - (ii) A person authorized by the U.S. Armed Forces to conduct instrument flight tests, provided the person being tested is a member of the U.S. Armed Forces;
 - (iii) A company check pilot who is authorized to conduct instrument flight tests under part 121, 125, or 135 of this chapter or subpart K of part 91 of this chapter, and provided that both the check pilot and the pilot being tested are employees of that operator or fractional ownership program manager, as applicable;
 - (iv) An authorized instructor; or
 - (v) A person approved by the Administrator to conduct instrument practical tests.

AC 61-65E

Completion of an Instrument Proficiency Check: § 61.57(d).

I certify that (First name, MI, Last name), (pilot certificate), (certificate number), has satisfactorily completed the instrument proficiency check of § 61.57(d) in a (list make and model of aircraft) on (date).

/s/ [date] J. J. Jones 987654321CFI Exp. 12-31-05

Note: No logbook entry reflecting unsatisfactory performance on an instrument proficiency check is required.

Checklist for

Instrument Proficiency Check

Step 1: Preparation

- Expectations
- Regulatory Review
- Cross-Country Flight Plan Assignment

Step 2: Ground Review

- English Language Proficiency (ELP)
- Preflight
- Taxi, Takeoff, Departure
- En Route
- Arrival and Approach
- Missed Approach

Step 3: Flight Activities

- Aircraft Control by Reference to Flight Instruments
- Systems and Procedures
- Aeronautical Decision-Making
- Stabilized Approaches and Landing

Step 4: Postflight Discussion

- Replay, Reflect, Reconstruction, Redirect
- Questions

Step 5: Aeronautical Health Maintenance & Improvement Plan

- Personal Minimums Checklist
- Personal Proficiency Practice Plan
- Training Plan (if desired)

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SIDE 2**Ground Review****PILOT:**

- Recency of Experience (61.57)
- PIC Responsibilities and Authority (91.3)
- Preflight Actions (91.103)
- Medical Facts for Pilots (AIM 8)

AIRCRAFT:

- Fuel Requirements (91.167)
- Equipment Check (VOR) (91.171)
- IFR Two-way Radio Communications Failure (91.185)
- Malfunction Reports (91.187)
- Required Instruments and Equipment (91.205)
- ELT (91.207)
- Aircraft Lights (91.209)
- Inoperative Instruments and Equipment (91.213)
- Altimeter and Pitot-Static System Tests (91.411)
- ATC Transponder Tests (91.413)

ENVIRONMENT:

- ATC Instructions (91.123)
- IFR Flight Plan (91.169)
- ATC Clearance and Flight Plan (91.173)
- TO and LDG in IFR (91.175)
- Minimum IFR Altitudes (91.177)
- IFR Cruising Altitudes (91.179)
- Course to be Flown (91.181)
- IFR Two-way Communications (91.183)
- Navigation Aids (AIM 1)
- Air Traffic Control (AIM 4)
- Air Traffic Procedures (AIM 5)

EXTERNAL PRESSURES:

- IFR Two-way Radio Communications Failure (91.185)
- Emergency Procedures (AIM 6)
- National Security and Interception Procedures (AIM 5-6)

Suggested Flight Activities

Note: Structure the flight portion as an out-and-back IFR XC, with one leg focused on XC procedures (including missed approach and diversion procedures) and the other leg focused on airwork (aircraft control). Suggested activities include:

AREA OF OPERATION

- Preflight Preparation**
 - Weather Information
 - Cross-Country Flight Planning
- Preflight Procedures**
 - Aircraft Systems Related to IFR Operations
 - Aircraft Flight Instruments and Navigation Equipment
 - Instrument Cockpit Check
- Air Traffic Control Clearances and Procedures**
 - Air Traffic Control Clearances
 - Compliance with Departure, En Route, and Arrival Procedures and Clearances
 - Holding Procedures
- Flight by Reference to Instruments**
 - Basic Instrument Flight Maneuvers
 - Recovery from Unusual Flight Attitudes
- Navigation Systems**
 - Intercepting/Tracking Navigational Systems and DME Arcs
- Instrument Approach Procedures**
 - Nonprecision Approach (NPA)
 - Precision Approach (PA)
 - Missed Approach
 - Circling Approach
 - Landing from a Straight-in or Circling Approach
- Emergency Operations**
 - Loss of Communications
 - One Engine Inoperative During Straight-and-Level Flight and Turns (Multiengine Airplane)
 - One Engine Inoperative—Instrument Approach (Multiengine Airplane)
 - Loss of Primary Flight Instrument Indicators
 - Automation Failure: Failure of Autopilot and Avionics
- Postflight Procedures**
 - Checking Instruments and Equipment