



Mark Hulse, DPE

Phone: 928-486-4334

E-Mail: [MARK@DPECHECKRIDES.COM](mailto:MARK@DPECHECKRIDES.COM)

Web: [www.dpecheckrides.com](http://www.dpecheckrides.com)

This document will ensure the applicant meets all eligibility requirements by the FAA and examiner. No application shall be accepted nor shall any test be initiated without this document completed in advance of the requested practical test.

**COMPLETION OF THIS DOCUMENT IS MANDATORY**

# Pre-Test Checklist

Instrument Rating - Airplane

**Part 61 & 141**

Audience: All Flight Instructors and Applicants Applying for a Practical Test

## Applicant Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

## CFI Information

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_



## Getting Started

This guide has been developed to ensure that the applicant meets all FAA requirements for the rating sought. Please print and read this document in its entirety to ensure you are fully prepared prior to making application or presenting oneself for the practical test. As you read this guide, please note that accuracy is critical. Take your time and complete all of the required information while utilizing all necessary guidance (FAR/AIM, ACS, etc.) to ensure compliance with all regulations. Doing so will be very helpful and will ensure better results and performance. Flight Instructors must use care while recommending an applicant for a rating, ensuring all requirements are met.

### COMPLETION OF THIS DOCUMENT IS MANDATORY

**TASK:** You must complete all applicable sections of this document prior to arriving for your practical test - No test shall be conducted without a complete and accurate document.

#### 1) Integrated Airmen Certification and Rating Application - IACRA

**TASK:** Complete an IACRA application prior to arriving to the practical test.

**TASK:** Write down the IACRA assigned FTN number and username in the space provided.

**TASK:** Record and secret the IACRA password.

<b>IACRA</b>
<b>Username:</b> _____
<b>Password: Secreted, but available.</b>
<b>FTN #:</b> _____

This information is important and necessary. The examiner is required to input the information in order access the IACRA system. Ensure all personal information is correct, including the existing pilot certificate information, medical certificate, and flight times. Print the 8710 form and carefully review it.

**Note:** The medical examiner's name must be exactly as it appears on the certificate, including punctuation. The class is as stated at the top of the certificate without regard for current privileges (First Class is ALWAYS a First Class, etc.).

#### 2) Knowledge Test Codes

Federal Aviation Regulations require that flight instructors review all subject areas associated with incorrect answers on Knowledge Tests. Therefore, the Flight Instructor must provide additional instruction on the areas where the applicant was found deficient.

**TASK:** List and define all deficient subject codes in the spaces provided below. If more spaces are required, use the back of this page. Be prepared for the examiner to test the applicant on the specific deficient subject codes. Test codes may be downloaded from the FAA's website by visiting the following link:

[http://www.faa.gov/training\\_testing/testing/media/LearningStatementReferenceGuide.pdf](http://www.faa.gov/training_testing/testing/media/LearningStatementReferenceGuide.pdf)

Subject Code	Definition	Subject Code	Definition



### 3) Airmen Certification Standards - Language from the ACS

The Airmen Certification Standards (ACS) book has been published by the Federal Aviation Administration (FAA) to establish the standards for pilot certification practical tests. If you do not have knowledge and understanding of the information in the ACS you will not be prepared for the practical test. FAA Inspectors and Designated Pilot Examiners shall conduct practical tests in compliance with these standards. Flight Instructors and Applicants shall read and become familiar with this document before presenting the applicant for a practical test. Becoming familiar with this document will increase the Applicant's chances of receiving a Temporary Airman Certificate. Failure to become familiar with this document will greatly increase the Applicant's chances of receiving a Notice of Disapproval. **Thoroughly know the ACS.**

### 4) Applicant Documents

**TASK:** Present the originals, as well as color copies of the following:

- ☐ FAA 8710-1 Form OR IACRA Version Copy
- ☐ Government-Issued Photo Identification
- ☐ Pilot Certificate
- ☐ Medical Certificate
- ☐ Knowledge Test Results - Must be in IACRA, or Original w/ Raised Seal (if applicable)

### 5) Aircraft Documents

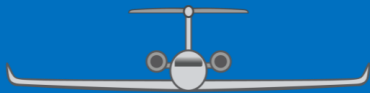
**TASK:** Locate and explain to the examiner the following:

***You must bring the records that demonstrate airworthiness to the practical test***

- ☐ Aircraft Logbook(s)

Inspection Type	Airframe Date / Hours	Engine Date / Hours	Propeller Date / Hours	Page #
Annual				
100-Hour				
Pitot-Static				
Transponder				
ELT				
AD Compliance				
ADS-B Compliance				

- ☐ AROW Documents
  - ☐ Airworthiness Certificate
  - ☐ Aircraft Registration - Verify Currency Date: \_\_\_\_\_
  - ☐ Operating Handbook
  - ☐ Weight and Balance Form



## 6) Personal Equipment

**TASK:** Arrive to the practical test with the following personal equipment:

**Note:** iPad w/ Foreflight or similar software is acceptable

- ☐ View-Limiting Device
- ☐ Flight Computer and Plotter
- ☐ Flight Plan Forms
- ☐ Enroute Flight Logs
- ☐ Current resources, including, but not limited to:
  - ☐ FAR/AIM
  - ☐ Chart Supplement (Airport/Facility Directory)
  - ☐ Appropriate Charts and Publications

## 7) Flight Planning

### a) **TASK: Flight Plan - Complete**

In accordance with ACS requirements, the examiner will assign the Cross-Country Flight Plan within 24 hours in advance of the Practical Test. It is the applicant's sole responsibility to complete this Task (No flight instructions allowed). Contact the DPE 1 Day prior to the test for the details and destination of this Task. The applicant shall use the weather at the time the flight plan is created and shall determine all elements of flight planning, including all items listed under 14 CFR 91.103. The flight plan must be fully developed, meaning all elements that go into the creation of a flight plan. The Weight & Balance and Performance assignments shall be developed for this purpose, see below. **For purposes of Weight & Balance and Performance Calculations, use 180 lbs. for the examiner weight.** The flight must be legal and the aircraft must be clean and free of all mechanical problems. **The applicant is solely responsible to create the flight plan without instructor assistance.**

### b) **TASK: Aircraft Systems and Knowledge Test - Complete (Attached)**

Complete this document in its entirety. It will be referenced during the Oral portion of the Practical Test.

## 8) Aeronautical Experience & Logbook Verification - Instrument Rating

**TASK:** Read and become familiar with 14 CFR Part 61.65.

**TASK:** Complete the following checklist to verify that ALL aeronautical experience requirements have been met per 14 CFR 61.65. Then, *in addition to bookmarking the experience in the applicant's actual logbook*, fill in the appropriate experience table.

### **ELIGIBILITY REQUIREMENTS - 14 CFR 61.65:**

- ☐ Hold at least a current Private Pilot Certificate, or be concurrently applying for a Private Pilot Certificate
- ☐ Be able to read, speak, write, and understand the English language
- ☐ Pass the required knowledge test on the aeronautical knowledge areas listed in 61.65(b)

**AERONAUTICAL KNOWLEDGE - 14 CFR 61.65 \*Must Log Ground Instruction\* - SEE NEXT PAGE**

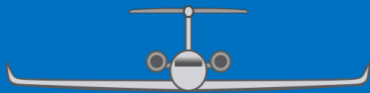
**Auditing, tracking, and verifying is made easier by numbering each logbook flight entry.**



- ☐ **TASK:** Ensure the requirements for 61.65(b) (1), (2), (3), (4), (5), (6), (7), (8), (9), (10) are all specifically annotated in the applicant's logbook or on the form below.

61.65 (b) 1 thru 61.65(b) 10	Subject	Ground Training Time	Instructor Name/Signature/ CFI Number and Exp	Date
1	FARs			
2	Use of AIM for IFR			
3	ATC system and IFR Procedures			
4	IFR Navigation and Approaches			
5	IFR Enroute and Approach Charts			
6	Aviation Weather Reports and Forecasting			
7	Safe and Efficient Operation Under IFR			
8	Critical Weather and Wind Shear			
9	ADM and Judgment			
10	CRM and Crew Coordination			

Example: "61.105(b)(2) - Mr. Y has received 2 hours of ground training on the following: accident reporting requirements of the National Transportation Safety Board."  
\_\_\_\_\_FAR \_\_\_\_\_Date \_\_\_\_\_Flight Instructor



**NOTE:** Logbook entries must include date, total flight time, departure and arrival locations, total flight time or lesson time or location of simulator or FTD, type and identification (registration number), aircraft, simulator, FTD, or ATD, and name of the safety pilot, if applicable. All requirements for an add-on rating only are marked with the ☉ symbol.

## AERONAUTICAL EXPERIENCE REQUIRED

- ☐ 50 Hours Cross Country PIC Flight Time, 10 must be in an Airplane - §61.65(d)(1)  
TOTAL PIC Cross Country: \_\_\_\_\_ In Airplanes: \_\_\_\_\_
- ☐ 40 Hours of Actual or Simulated Instrument Time (including Instruction) - §61.65(d)(2)  
Total Instrument: \_\_\_\_\_

## FLIGHT TRAINING REQUIREMENTS (Boxes 1 & 2 are “Dual” Training Requirements by an appropriately CFII rated instructor).

- ☐ 15 Hours Dual Instrument Flight Training - §61.65(d)(2) TOTAL INSTRUCTION: \_\_\_\_\_

Dual Requirement 1. ☐ 3 Hours Dual IFR Flight Instruction within 2 Calendar Months of Practical Test in an Airplane - §61.65(d)(2)(i)

FLT #	Date	From	To	Distance	Dual	Total Flight
Totals						

Dual Requirement 2. ☐ Dual IFR Cross Country flight in an Airplane under IFR filed with ATC that involves 250NM along airways or directed routing by ATC, IAPs at each airport, and 3 different kinds of approaches with use of navigation systems - §61.65(d)(2)(ii)

FLT #	Date	From	To	Distance	Dual	Total Flight
Totals						



## 9) Required Endorsements

**TASK: YOU MUST USE THESE ENDORSEMENTS FOR THEM TO BE ACCEPTED BY THE EXMAINER.** Use the following checklist to verify that ALL endorsements required for the practical test have been completed per 14 CFR 61.109 and AC 61-65H (Dated 8/27/18). All required endorsements are labeled with the \* symbol. All endorsements required for an add-on only are labeled with the ⊙ symbol. All others *may* be required.

← *Required for Initial Rating* - - - - - *Required for Add-On Only* →

### ☐ Prerequisites for Instrument Practical Tests

\* I certify that \_\_\_\_\_ has received and logged the required flight time/training of § 61.39(a) in preparation for the practical test within 2 calendar-months preceding the date of the test and has satisfactory knowledge of the subject areas in which he/she was shown to be deficient by the FAA Airman Knowledge Test Report. I have determined he/she is prepared for the *Instrument - Airplane* practical test. ⊙

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.39(a)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

### ☐ Review of Deficiencies Identified on Airman Knowledge Test

\* I certify that \_\_\_\_\_ has demonstrated satisfactory knowledge of the subject areas in which he/she was deficient on the *Instrument Rating* airman knowledge test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.39(a)(6)(iii)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

### ☐ Flight Proficiency / Practical Test

\* I certify \_\_\_\_\_ has received the required training of § 61.65(c) and (d). I have determined he/she is prepared for the *Instrument - Airplane* practical test. ⊙

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.65(a)(6)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**May be Required:**☐ **Retesting After a Failure of a Practical Test**

I certify that \_\_\_\_\_ has received the additional flight/ground training as required by §61.49. I have determined that he/she is proficient to pass the *Instrument - Airplane* practical test.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.49**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

☐ **High-Altitude Aircraft**

I certify that \_\_\_\_\_, \_\_\_\_\_ pilot certificate number \_\_\_\_\_, has received the required training of section 61.31(g) in a \_\_\_\_\_. I have determined he/she is proficient in the operation and systems of a pressurized aircraft.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.31(g)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

☐ **Tailwheel Airplane**

I certify that \_\_\_\_\_, \_\_\_\_\_ pilot certificate number \_\_\_\_\_, has received the required training of section 61.31(i) in a \_\_\_\_\_ tailwheel airplane. I have determined he/she is proficient in the operation of a tailwheel airplane.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.31(i)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

☐ **Completion of a Flight Review**

I certify that \_\_\_\_\_, \_\_\_\_\_ pilot certificate number \_\_\_\_\_, has satisfactorily completed a flight review of §61.56(a) on \_\_\_\_\_.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.56(a)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_





☐ **Additional Aircraft Category or Class**

I certify that \_\_\_\_\_, \_\_\_\_\_ pilot certificate number \_\_\_\_\_, has received the required training for an additional aircraft category/class rating. I have determined that he/she is prepared for the \_\_\_\_\_ practical test for the addition of a \_\_\_\_\_ class/type rating.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**§61.63(b)/(c)**

CFI#: \_\_\_\_\_ Exp: \_\_\_\_\_

**Note: These endorsements conform to AC 61-65, it is your responsibility to ensure this is the latest version of this reference material.**

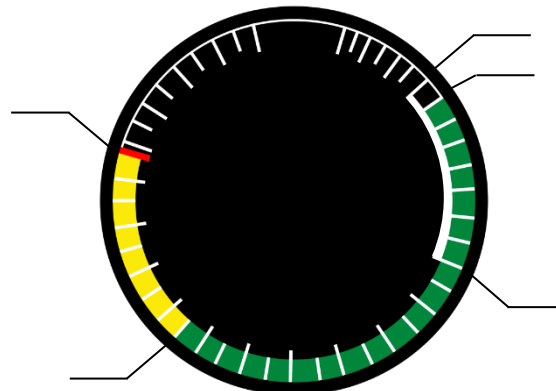


# Aircraft Systems Test

To be completed by Applicant without Instructor Assistance

1. Maximum Ramp Weight \_\_\_\_\_ lbs.
2. Maximum Takeoff Weight \_\_\_\_\_ lbs.
3. Maximum Landing Weight \_\_\_\_\_ lbs.
4. Maximum Zero Fuel Weight \_\_\_\_\_ lbs.
5. Maximum Fuel Capacity \_\_\_\_\_ gal.
6. Maximum Usable Fuel \_\_\_\_\_ gal.
7. Electrical System Total Voltage \_\_\_\_\_ Volts
8. Maximum Operating Altitude \_\_\_\_\_ ft.
9. Maximum Demonstrated Crosswind Component \_\_\_\_\_ Knots, is this a limitation of the aircraft? \_\_\_\_\_
10. Engine Horsepower Output \_\_\_\_\_, under which conditions \_\_\_\_\_.
11. Is your engine susceptible to induction icing? Why or why not?  
\_\_\_\_\_.
12. Maximum Engine RPM \_\_\_\_\_.
13. Aircraft Normal and/or Limiting Speeds:
  - a.  $V_R$  \_\_\_\_\_
  - b.  $V_Y$  \_\_\_\_\_
  - c.  $V_X$  \_\_\_\_\_
  - d.  $V_{S0}$  \_\_\_\_\_
  - e.  $V_S$  \_\_\_\_\_
  - f.  $V_{FE1}$  \_\_\_\_\_
  - g.  $V_{FE2}$  \_\_\_\_\_
  - h.  $V_{FE3}$  \_\_\_\_\_
  - i.  $V_{LE}$  \_\_\_\_\_
  - j.  $V_{LO}$  \_\_\_\_\_
  - k.  $V_{NO}$  \_\_\_\_\_
  - l.  $V_{NE}$  \_\_\_\_\_
  - m.  $V_A$  \_\_\_\_\_

Match the airspeeds to the left with corresponding markings on the airspeed





14. Describe the Starting Procedure for your aircraft:

---

---

---

15. On this page, draw a schematic of the fuel system for your aircraft.



## Performance Problem

**Use the actual or forecast conditions, whichever is most relevant for the time and date of the Practical Test. Thereby ensuring the information produced is accurate and promotes safe operations.**

Normal Takeoff

Use your aircraft Empty Weight

Use your weight + 180 lbs for the examiner

Fuel Load: Full Fuel

Reserve: VFR Minimums. How many gallons? \_\_\_\_\_gal.

**Complete a Weight and Balance for the conditions above to be presented and discussed with the examiner.**

**Compute:**

1. Takeoff Weight \_\_\_\_\_lbs. and CG Arm: \_\_\_\_\_
2. Power Setting \_\_\_\_\_RPM/EPR
3. Runway Length Required: \_\_\_\_\_ ft.
  - a. @ 50 ft. Obstacle: \_\_\_\_\_ ft.
4. Landing Distance: \_\_\_\_\_ ft.
5. Endurance with fuel load \_\_\_\_\_ hrs. No Wind Distance? \_\_\_\_\_ NM
6. Describe your Aircraft Configuration for a Normal Takeoff Procedure:

---

---

---



**Note1:** Anticipate an examiner-issued (real-time weather) cross country assignment 24 hours prior to start of the practical test. This will be emailed to the address provided.

**Note2:** Neatness and accuracy will be graded.

(Ref. ACS I. Task H. Human Factors PA.I.H.K4: Aeronautical Decision-Making)

***“If you can’t read your own handwriting in the cockpit, how is it useful to you?”***

## Pilot-in-Command Verification Form

### Test Protocol

The Designated Pilot Examiner and I understood the necessity to accomplish a valid test. Certain documents, briefings, procedures, and maneuvers were required. All such elements were attended to in the manner required by the Administrator. Current materials were utilized and included the following:

1. Pretest Checklist
2. Airmen Certification Standards (ACS)
3. PowerPoint Presentation
4. Pilot Verification (this form)
5. IACRA Application / FAA Form 8710-1
6. Pilot’s Bill of Rights Notice 8900.195
7. Pre-Test / Pre-Flight / Post-Flight Briefing(s)

Following review of the foregoing items, I presented my pilot logbook(s) to the examiner for review. I certified their content to be accurate and sufficient, and further certified that my aeronautical (flight) and ground training experience qualify me to take the practical test for the requested certificate and/or rating sought.

I understand pursuant to 14 CFR 61.47 that I shall be the Pilot-in-Command at all times during the practical test. I understand the Designated Pilot Examiner is specifically exempt from the duties of Pilot-in-Command.

I understand the issuance of a certificate and/or rating following completion of the required practical test represents only that I met the minimum standard required by the FAA on one given date under favorable conditions. The examiner and the FAA encourage continued study, training, and aeronautical experience to remain current and proficient to deal with the safe operation of my aircraft. I understand issuance of any certificate and/or rating does not in any way imply that I can exercise the privileges of that certificate and/or rating under all conditions or circumstances and that I will at all times be responsible to exercise discretion and sound judgment when acting as Pilot-in-Command of any aircraft.

I hereby indemnify the pilot examiner from any liability arising from any circumstance relating to this rating or my operation of an aircraft.

I also agree that the fee that the examiner charged for the Practical Test is reasonable.

I have represented to the examiner that the aircraft I have provided for the Practical Test is airworthy and that I have been authorized to use it for this purpose on this date by the owner/operator.

### Post-Flight

I certify that the Designated Pilot Examiner required and I performed each of the tasks mandated by the FAA Airmen Certification Standards for the certificate and/or rating sought. This included each task indicated on the Flight Profile / Plan of Action I reviewed during the commencement of this Practical Test. During the test the examiner evaluated my skills only; No flight instruction was provided and no second chances were provided.



To the best of my knowledge, the preceding is a true and correct statement of the activities conducted on the date referenced.

**Practical Test Duration**

Oral Exam: \_\_\_\_\_

Flight Duration: \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date