	APPENDIX 2. SAMPLE AIRPLANE PILOT'S PROFICIENCY PRACTICE PLAN		
Pil	lot'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 Discretional maneuver Discretional maneuver		
	Secure the aircraft. Review your performance. Schedule next proficiency flight.		

Pllot's Name:	Date:
Training Goals	
Certificate Level (Private, Con	nmercial, air transport pilot (ATP))
Ratings (Instrument, Multiengi	ne Land (MEL), Airplane Single-Engine Sea (ASES),
Airplane Multiengine Sea (AM	
	ice, complex, tailwheel, high altitude, etc.)
Phase in Pilot Proficiency Prog	
	ficated flight instructor (CFI), CFI – instrument (CFII)
	ed ground instructor (AGI), instrument ground
instructor (IGI))	
Other:	
Proficiency Goals	
Lower personal minimums to:	
Ceiling	
Visibility	
Winds	
Precision approach minimums	
Non-precision approach minim	nums
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** Ratings (not necessarily inclusive): ☐ Scheduling Instrument ☐ Pilot's aeronautical history _____Airplane Single-Engine Pilot (ASEL) ____Multiengine Land (MEL) ☐ Title 14 CFR part 91 review assignment ☐ Cross-country flight plan assignment Lighter-than-air (LTA) _Rotorcraft (Other) **Step 2: Ground Discussion** ☐ English Language Proficiency (ELP) ☐ Regulatory review **Experience (pilot):** ____Total time ____Last 6 months ☐ Cross-country flight plan review ☐ Risk management (RM) and personal minimums _____Average hours/month _____Time since last flight review **Step 3: Conducting the Flight** Since last instrument proficiency check (IPC) ☐ Physical aircraft (basic skills) ☐ Takeoffs and stabilized approaches to landings ☐ Slow flight **Experience** (aircraft): Aircraft type(s) you fly Aircraft used most often ☐ Stalls and recovery/spin recognition and avoidance ____Total time ☐ Recovery from unusual attitudes ☐ Simulated loss of power/engine ____Last 6 months ☐ Operating the aircraft by sole reference to Average hours/month instruments under actual or simulated conditions ☐ Aeronautical decision-making **Experience (flight environment):** ☐ Automation system failures Since your last flight review, approximately how many hours have you logged in: _____Day visual flight rules (VFR) _____Day instrument flight rules (IFR) **Step 4: Postflight Discussion** ☐ Replay, reflect, reconstruct, redirect ☐ Questions Instrument meteorological conditions (IMC) ____Night VFR ____Night IFR Step 5: Aeronautical Health Maintenance and Mountainous/Overwater **Improvement Plan** Towered ☐ Personal minimums checklist ☐ Personal proficiency practice plan Non-Towered ☐ Training plan (if desired) ☐ Resources list Type of Flying (external factors): What percentage of your flying is for: _____Pleasure Sample Pilot's Aeronautical History for Business Flight Review Local ____Cross country CFI:_____ Address: Personal Skills Assessment: Phone(s): Strengths as a pilot?_____ E-mail: Areas for improvement? **Pilot Certificate(s):** Private Aviation goals? _____ Commercial ____Air transport pilot (ATP) Flight instructor

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: \square Responsibility (§ 91.403). ☐ Maintenance Required (§ 91.405). ☐ Operation after Maintenance (§ 91.407). ☐ Maintenance Records (§ 91.417). \square 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** \square Airports: ☐ Markings (AIM (chapter 2, section 3)). \square 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). \square 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
 - (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
 - (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 □ Ouestions

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Step 5: Aeronautical Health Maintenance &

Improvement Plan

☐ Personal Minimums Checklist

☐ Training Plan (if desired)

☐ Personal Proficiency Practice Plan

SIDE 2 **Ground Review Suggested Flight Activities** PILOT: Note: Structure the flight portion as an out-and-back ☐ Experience: ☐ Recent Flight Experience (61.57) VFR XC, with one leg focused on XC procedures ☐ Responsibility: (including diversion and lost procedures) and the ☐ Authority (91.3) other leg focused on airwork ("physical airplane" ☐ ATC Instructions (91.123) skills). Suggested activities include: ☐ Preflight Action (91.103) ☐ Safety Belts (91.107) **AREA OF OPERATION (from Private Pilot PTS)** ☐ Flight Crew at Station (91.105) ☐ Preflight preparation ☐ Cautions: ☐ Weather Information ☐ Careless or Reckless Operation (91.13) ☐ Dropping Objects (91.15) ☐ Cross-Country Flight Planning ☐ Alcohol or Drugs (91.17) ☐ Performance and Limitations ☐ Supplemental Oxygen (91.211) ☐ Operation of Systems ☐ Fitness for Flight (AIM Chapter 8, Section 1) ☐ Preflight Procedures **AIRCRAFT:** ☐ Airworthiness: ☐ Preflight Inspections ☐ Basic (91.7) ☐ Cockpit Management ☐ Flight Manual, Markings, Placards (91.9) ☐ Before Takeoff Check ☐ Certification Required (91.203) ☐ Airport Operations ☐ Instrument & Equipment Requirements (91.205) □ ELT (91.207) ☐ Radio Communications ☐ Position Lights (91.209) ☐ Airport, Runway, Taxiway Signs, Markings, ☐ Transponder Requirements (91.215) and Lighting ☐ Inoperative Instruments and Equipment (91.213) ☐ Takeoffs, Landings, and Go-Arounds ☐ Maintenance: ☐ Responsibility (91.403) ☐ Normal and Crosswind Takeoff/Climb ☐ Maintenance Required (91.405) ☐ Normal and Crosswind Approach/Landing ☐ Maintenance Records (91.417) ☐ Soft-Field Takeoff and Climb ☐ Operation After Maintenance (91.407) ☐ Soft-Field Approach and Landing ☐ Inspections: ☐ Annual, Airworthiness Directives, 100-Hour (91.409) ☐ Short-Field Takeoff ☐ Altimeter & Pitot Static System (91.411) ☐ Short-Field Approach ☐ VOR Check (91.171) ☐ Go-Around Rejected Landing ☐ Transponder (91.413) ☐ Performance Maneuver □ ELT (91.207) **ENVIRONMENT:** ☐ Steep Turns ☐ Airports: □ Navigation ☐ Markings (AIM Chapter 2, Section 3) ☐ Pilotage and Dead Reckoning ☐ Operations (AIM 4-3; 91.126, 91.125) ☐ Navigation Systems and Radar Services ☐ Traffic Patterns (91.126) ☐ Airspace: □ Diversion ☐ Altimeter Settings (91.121; AIM 7-2) ☐ Lost Procedures ☐ Minimum Safe Altitudes (91.119, 91.177) ☐ Slow Flight and Stalls ☐ Cruising Altitudes (91.159, 91.179; AIM 3-1-5) ☐ Maneuvering During Slow Flight ☐ Speed Limits (91.117) ☐ Right of Way (91.113) ☐ Power-off Stalls ☐ Formation (91.111) ☐ Power-on Stalls ☐ Types of Airspace (AIM 3) ☐ Spin Awareness ☐ Controlled Airspace (AIM 3-2; 91.135, 91.131, 91.130, ☐ Basic Instrument Maneuvers 91.129) ☐ Class G Airspace (AIM 3-3) ☐ Straight and Level Flight ☐ Special Use (AIM 3-4; 91.133, 91.137, 91.141, 91.143, ☐ Turns to Headings 91.145) ☐ Recovery from Unusual Flight Attitudes ☐ Emergency Air Traffic Rules (91.139; AIM 5-6) ☐ Radio Communications/Nav Systems ☐ Air Traffic Control & Procedures: ☐ Services (AIM 4-1) ☐ Emergency Operations ☐ Radio Communications (AIM 4-2 & Pilot Controller ☐ Emergency Approach and Landing Glossary) ☐ Systems and Equipment Malfunctions ☐ Clearances (AIM 4-4) ☐ Automation Failure: Failure of Autopilot and ☐ Procedures (AIM 5) ☐ Weather: Avionics ☐ Meteorology (AIM 7-1) **□** Postflight Procedures ☐ Wake Turbulence (AIM 7-3) ☐ After Landing, Parking, Securing **EXTERNAL PRESSURE:** ☐ Personal Minimums Checklist ☐ Risk Management (3-P Model) ☐ PTS Special Emphasis Items

Pilot's Name:	CFI:	
Address:		
Phone(s):	e(s):E-mail:	
Type of Pilot Certificate(s):	Rating(s):	
Private	Instrument	
Commercial	Multiengine	
Airline transport pilot (ATP)	Rotorcraft	
Flight instructor	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 signer ft. Total time.		
For this aircraft: Total time Last 6	months Average hours/month	
Day instrument flight rules (IFR)Instrument meteorological conditionNight VFRNight IFRApproachesApproaches to minimumsApproaches in last 6 months	ons (IMC)	
	centage of your flying is for:	
7 1		
Pleasure		
Pleasure Business		
Pleasure Business Local		
Pleasure Business Local Cross country		
Pleasure Business Local Cross country Personal Skills Assessment:		
Pleasure Business Local Cross country Personal Skills Assessment: Strengths as a pilot?		
Business Local		

Pilot's Name:	CFI:
Date:	Review Date:
Instrument Training Goals	
Certificate Level (Pr	rivate, Commercial, airline transport pilot (ATP))
	, Multiengine Land (MEL), Airplane Single-Engine Sea (ASES)
Airplane Multiengin	
Phase in Pilot Profic	
	tions (certificated flight instructor (CFI), CFI-instrument (CFII),
	or, advanced ground instructor (AGI), instrument ground
instructor (IGI))	
Other:	
Instrument Proficiency Goals	;
Lower personal minimums to:	
Ceiling	
Visibility	
Winds	
Precision approach i	minimums
Non-precision appro	
)/instrument meteorological conditions (IMC) at least:
Times per month	
Hours per month	
Hours per year	
Cross-country flight	s per year
Night hours per mor	nth
Make an IFR/IMC cross-countr	ry trip to:
Other:	
Aeronautical Training Action	ı 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 Reverence 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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11/20/15 AC 61-98C

Appendix 9 SIDE 2 **Ground Review 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