

# NOTICE

## U.S. DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

N 8900.396

### National Policy

Effective Date:  
12/19/16

Cancellation Date:  
12/19/17

**SUBJ:** Progressive Checking for Pilot in Command Proficiency Checks  
Under § 61.58

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**1. Purpose of This Notice.** This notice provides information, guidance, and direction to inspectors with oversight responsibility of Pilot Proficiency Examiners (PPE) and Training Center Evaluators (TCE) on the use of optional “progressive checking” during a pilot proficiency check conducted under Title 14 of the Code of Federal Regulations (14 CFR) part 61, § 61.58.

**2. Audience.** The primary audience for this notice is Training Center Program Managers (TCPM) and other aviation safety inspectors (ASI) who are responsible for the approval and surveillance of training programs for 14 CFR part 142 training centers, as well as ASIs who oversee PPEs. The secondary audience includes Flight Standards Service (AFS) branches and divisions in the regions and headquarters (HQ), as well as PPEs and TCEs.

**3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee website at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators can find this notice on the Federal Aviation Administration’s (FAA) website at <http://fsims.faa.gov>. This notice is available to the public at [http://www.faa.gov/regulations\\_policies/orders\\_notices](http://www.faa.gov/regulations_policies/orders_notices).

**4. Background.** Limited guidance exists regarding application of optional progressive checking during § 61.58 proficiency checks conducted in a full flight simulator (FFS) under part 142 or in an aircraft under part 61. This notice provides the policy that TCEs and PPEs must follow if progressive checking is used during a § 61.58 proficiency check.

**5. Definitions.** The following terms are used in this notice:

**a. Training.** Training is that time during which the applicant receives instruction or is allowed to practice tasks while not being evaluated.

**b. Checking.** Checking is that time during which the applicant is evaluated to determine if he or she possesses the necessary skills to conduct flight operations in a safe manner. During the proficiency check, training cannot take place. There must be clear and distinct separation between training maneuvers and checking maneuvers.

**c. Training to Proficiency.** Training to proficiency may be accomplished when an applicant fails to perform to the required standards during the checking event. In such a case, the check may be suspended while the applicant is retrained, after which the proficiency check may be resumed and the task can then be reevaluated.

**d. Progressive Checking.** Progressive checking is the practice whereby an applicant is trained on a task or a set of tasks, and then after having been trained is subsequently checked on those tasks. After this checking phase, further training is conducted on additional task(s) and then those task(s) are checked. This process continues until all tasks have been trained and subsequently checked.

**6. Policy and Limitations (FFS).** The following guidance must be observed if progressive checking is used during a § 61.58 pilot proficiency check at a part 142 training center in an FFS:

**a. Guidance.**

(1) All checking must be conducted by a TCE. Checking is not authorized to be conducted by instructors.

(2) Task(s) and maneuver(s) may not be checked if the applicant has not been trained on those task(s) and maneuver(s). Unsatisfactory performance during the evaluation requires training before being checked again. The airman's training record must be documented accordingly to reflect the training and subsequent checking.

(3) The TCE must make a clear distinction to the applicant between training segments and checking segments.

(4) Checking may only be halted twice to provide additional training during the entire training program. An individual task which is failed can only be retrained one time. After either of these thresholds has been reached, the check is considered unsatisfactory and the applicant must complete all training and complete a new, standalone proficiency check.

(5) The entire training and checking process must be completed within the time specified in the approved training program. This provision shall not be construed to allow training and checking to be extended over multiple training iterations or to in any way extend the duration of the normal approved training and/or checking program footprint.

**b. Recordkeeping.**

(1) The training and checking of each task must be documented in the applicant's training records.

(2) The applicant's training records must provide a clear history of what was accomplished, when it was accomplished (including dates), and the level of proficiency to which it was accomplished. Records must contain sufficient detail to enable the FAA or a subsequent evaluator to clearly ascertain exactly what has occurred during the applicant's entire training and checking enrollment.

(3) The time spent in training tasks and the time spent in checking tasks must both be documented in the applicant's training records.

(4) If a task is checked and found to be unsatisfactory, the applicant must be advised of the unsatisfactory task(s) and the unsatisfactory task(s) must be documented in the applicant's training record. This is required even though the applicant may be subsequently trained to proficiency and successfully completes the proficiency check.

(5) Any training to proficiency conducted during the checking sequence must be noted on the applicant's training record.

(6) The training records must include the name and designation number of each TCE conducting any portion of the check and which items each specific TCE evaluated.

**7. Policy and Limitations (Aircraft).** The following guidance must be observed if progressive checking is used during a § 61.58 proficiency check conducted in an aircraft:

**a. Guidance.**

(1) All checking must be conducted by a PPE. Checking may not be performed by instructors.

(2) If a progressive training and checking format is to be used, the applicant must have been trained and found to be proficient at the task prior to being evaluated on that task during the proficiency check.

(3) The PPE must make a clear distinction to the applicant between training segments and checking segments.

(4) Checking may only be halted twice to provide additional training during the entire training program. After this threshold has been reached, the check is considered unsatisfactory and the applicant must complete all remaining training and complete a new, standalone proficiency check in its entirety.

(5) The entire training and checking process must be completed within the time specified in the approved training program. This provision shall not be construed to allow training and checking to be extended over multiple training iterations or to in any way extend the duration of the normal approved training and/or checking program footprint.

**b. Recordkeeping.**

(1) The time spent in training and the time spent in checking must be documented in the applicant's logbook or training records.

(2) The applicant's logbook and the FAA Form 8410-1, Airman Proficiency/Qualification Check, application must clearly indicate which task(s) were trained and checked, and the dates they were checked. Documentation must provide sufficient details to

enable the FAA or a subsequent evaluator to clearly ascertain exactly what occurred during the applicant's training and checking sequences.

(3) If a task(s) is checked and found to be unsatisfactory, the applicant must be advised of the unsatisfactory task(s) and the unsatisfactory task(s) must be documented in the applicant's logbook, training records, and FAA Form 8410-1 application. This is required even though the applicant may be subsequently trained to proficiency.

(4) If the checking event is conducted over a number of days, the FAA Form 8410-1 "Date of Check" block must be annotated with those dates.

(5) Any training to proficiency conducted during the checking sequence must be noted on the applicant's training record.

**8. Disposition.** We will incorporate the information in this notice into FAA Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to the Air Transportation Division (AFS-200) at 202-267-8166 (for part 142 training centers), or the General Aviation and Commercial Division (AFS-800) at 202-267-1100 (for Designated Pilot Examiners (DPE)).

A handwritten signature in black ink, appearing to read "John Barbagallo". The signature is stylized with a large initial "J" and a long horizontal stroke.

John Barbagallo  
Deputy Director, Flight Standards Service