**SAMPLE CONTRACT CHECK PILOT**

**LETTER OF APPROVAL (LOA)**

When properly nominated, trained, qualified and authorized by an operator’s POI, employees of a part 142 training center or another air operator authorized to operate under the same rule part may be authorized to perform some or all of the services of a company check pilot. Such persons are referred to as “contract check pilots.” The terms “contract check pilot” and “contract instructor” have been developed to distinguish between persons who are directly employed by an operator (check pilots) and those who are not (contract check pilots, contract instructors). This distinction is necessary to ensure that operators properly train and qualify employees of training centers and other operators to act on their behalf. For additional information see FAA Order 8900.1, Volume 3, Chapter 54.

***Note:*** 14 CFR part 91 subpart K (91K) uses only the term “check pilot” when referring to an individual who has been authorized by a POI to conduct certain checking functions on behalf of the operator. Parts 121 and 135 use both “check airman” and “check pilot” when referring to such individuals. Part 125 uses only the term “check airman” throughout. As a matter of Air Transportation Division policy, the terms “check airman” and “check pilot” are interchangeable and considered to be synonymous.

This LOA template and format is applicable to 14 CFR parts 121, 125 and 135 air operators and 91K program managers, and should be used whenever such an operator/program manager requests approval of one or more contract check pilots in accordance with the guidance contained in FAA Order 8900.1 Volume 3, Chapter 20. The regulatory references shown in the following sample LOA template should be adjusted to reflect the applicable operating rule.

This sample LOA assumes the following:

* The operator is a certificated air operator under 14 CFR part 121, 125, or 135, or is a program manager with management specifications issued under 91K;
* If certification authority is exercised, the check pilot must also be a currently authorized Training Center Evaluator (TCE) for the training center with whom the operator has contracted for services;
* The subject training center and aircraft make/model/series are specifically listed in the air operator’s operations specifications in paragraph A031;
* Each nominated individual must have completed all required air operator check pilot training and have been observed in the past 24 months by an FAA inspector or aircrew program designee while conducting an evaluation using either the subject air operator’s procedures or those of another operator under the same CFR part;
* The operator has made a formal, written request to their POI, nominating the subject individual as a contract check airman; and
* This nomination letter includes the documentation required to enable the POI to evaluate each candidate as required by FAA Order 8900.1, Volume 3, Chapter 20.

Prior to beginning any check intended to result in the issuance of a new certificate or rating, an applicant must have completed FAA form 8710-1, *Airman Certificate and/or Rating Application* within IACRA.. Training to proficiency is not permitted, and failure of the check will result both in a record of an unsatisfactory competency/proficiency check and the issuance of FAA form 8060-5, *Notice of Disapproval of Application* within IACRA Therefore, only TCEs with certification authority may issue pilot certificates or type ratings in accordance with 14 CFR part 61.157(f) or type ratings in accordance with 61.63(d). A TCE without certification authority or a contract flight instructor may, however, be authorized to conduct check airman activities (proficiency and/or competency checks) that do not result in FAA certification.

It is acceptable to approve more than one contract check pilot in a single LOA. This may be accomplished by listing each individual’s name, pilot certificate number, and associated authorizations and limitations in the LOA. However, a change to one individual’s status will require the entire LOA to be reissued to reflect the revision.

***Note:*** Do not include these instruction pages in issued LOAs. Highlighted text in the sample template provides additional instructions and should be deleted prior to issuance. All red text in the sample should be deleted or replaced with appropriate restrictions. Issued LOAs must otherwise conform to the template in form, content and appearance.

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| --- | --- | --- |
|  |  | Flight Standards District Office XX-NN  Street Address  City, State ZIP  Phone: (xxx) xxx-xxxx  Fax: (xxx) xxx-xxxx |

**(*Date*)**

***(Chief Pilot, Director of Operations or other designated management official)***

***(Air Operator Name)***

***(Street Address)***

***(City, State ZIP code)***

Dear Mr./Ms./Captain ***(enter management official’s last name)***:

***(Contract check pilot name)***, FAA Certificate No. ***(pilot certificate number)*** is approved as a contract check pilot for **(*air operator name*)**. ***(Contract check pilot name)*** is approved to conduct evaluations in ***(make/model/series)*** aircraft to pilots that are employed by ***(air operator name)***. This approval to conduct evaluations applies to the following checking functions:

Proficiency/Competency Contract Check Pilot - Aircraft Effective: \_\_\_\_\_\_\_\_\_\_

Limitations:

***(List all applicable authorizations and limitations)***

Proficiency/Competency Contract Check Pilot - Simulator Effective: \_\_\_\_\_\_\_\_\_\_

Limitations:

***(List all applicable authorizations and limitations, for example: Checking functions limited to 14 CFR part 135, sections 135.293(a)(2), 135.293(b) and 135.297) only***

***Note:*** *It is important to ensure that contract check pilots are authorized to conduct evaluations only in those areas in which they have been properly trained and qualified by the operator to administer. This must be supported and evidenced by an appropriate training record from the operator. The foregoing example assumes the individual has received training in only the aircraft specific modules.*

Prior to conducting any check intended to result in issuance of a new certificate or rating, each contract check pilot named in this letter must receive a completed FAA form 8710-1, *Airman Certificate and/or Rating Application* (or electronic equivalent) from the applicant. Training to proficiency on such checks is not permitted, and upon unsatisfactory performance by the applicant, the contract check pilot will record an unsatisfactory competency/proficiency check and issue FAA form 8060-5, *Notice of Disapproval of Application* (or electronic equivalent). Only contract check pilots who are also TCEs with appropriate certification authority may issue pilot certificates or type ratings in accordance with 14 CFR part 61.157(f) or type ratings in accordance with 61.63(d). Electronic processing of applications should be accomplished whenever possible. Any paper certification documents resulting from ***(air operator name)*** proficiency/competency checks (both satisfactory and unsatisfactory) must be forwarded for processing to this office using the address at the top of this letter.

Contract check pilots named in this letter who are not TCEs with appropriate certification authority are authorized to conduct check pilot activities in accordance with the authorizations and limitations listed above but are not authorized to conduct proficiency and/or competency checks for the purpose of FAA certification.

A copy of this LOA must be retained in the named contract check pilot’s individual training record as required by ***(air operator name)***’srecordkeeping procedures. Unless sooner surrendered, suspended, superseded, revoked, or terminated, this letter will also become invalid for any person named herein if that individual fails to either:

* Remain qualified as a contract check pilot for ***(air operator name)***; or
* Remain fully qualified as either a TCE or flight instructor for ***(training center name)***.

In either event, this letter must be immediately returned to the ***(name of FSDO)*** Flight Standards District Office (FSDO-***XX-NN***) for modification or cancellation.

This letter supersedes all previous Letters of Approval.

Sincerely,

***(POI name)***

Principal Operations Inspector

cc: ***(FAA Training Center Program Manager name)*** (optional)

***Note:*** *The original of this completed LOA should be sent to the air operator designated management official to whom it is addressed. A copy should be retained in the POI’s office file. It is the operator’s responsibility to notify its contract training provider of the contents of this letter.*

*Optionally, the POI may forward a copy to the Training Center Program Manager (TCPM) or POI of the contract training provider. It is important to do so if the operator’s POI intends to request oversight assistance from these persons.*