

Practical Test Checklist

Instrument Pilot ASEL

Please print this and bring it with you, completed, to the progress check & check ride.

Applicant Information:

Name: _____ FTN: _____
Email: _____ CERTIFICATE: _____
Phone: _____

CFI Information

Name: _____ Phone: _____
Email: _____ Certificate Number: _____

IACRA username & password information is private, however, you must know it as you will login during the practical test to sign your application. Have it written down in your logbook.

Welcome to your Instrument Pilot Practical Test! This guide has been developed to ensure that you (the applicant) meet all FAA requirements for the rating sought. Print and read this document in its entirety to ensure you are fully prepared prior to presenting yourself 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 the applicant for ratings, ensuring they meet all requirements.

1) 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. Appendix 9 of the ACS lists reference materials that will help you acquire knowledge to thoroughly understand the tasks in the ACS. Use these reference materials to study (Instrument Flying Handbook, Instrument Procedures Handbook, Pilot's Handbook of Aeronautical Knowledge, FAR/AIM, etc.). DPEs will at a minimum test at least one knowledge element, one risk management element, and every skill element to ensure applicant's mastery of the aircraft.

2) 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 in the space provided.

TASK: Write down and bring with you to the practical test your IACRA username & password

Ensure all personal information is correct, including the existing pilot certificate information, medical certificate, and flight times.

TASK: Print the 8710 form and carefully review it.

Note: The name on your IACRA application, Student Pilot Certificate and Medical Certificate must match exactly. Contact me in advance if there is concern.

Note: If you've moved within the past 30 days and have not notified the FAA of your change of address yet, you may use your new address on the application and it will be processed.

Note: Block F, Citizenship / Nationality: Must match the applicant's existing pilot certificate or student pilot certificate. A change in citizenship must be filed separately.

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 document.

Note: Block B (SSN): enter DO NOT USE or NONE if not a US Citizen

Note: Class of medical should match what the certificate says, even if it's only valid for third class privileges.

Example: First class medical that's 15 months old can still be used to exercise the privileges of a third class. It's still a first class and should be put into IACRA as a first class.

3) Knowledge Test Codes (ON ACS)

Federal Aviation Regulations require that flight instructors review all subject areas associated with incorrect answers. 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.

Subject Code	Definition

Sections 4, 5 and 6 explain what to bring to the Practical Test

4) 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): Complete the table without help from an instructor.

Inspection Type	Airframe Date / Hours	Engine Date / Hours	Propeller Date / Hours
Annual			
Transponder 91.413		N/A	N/A
ELT		N/A	N/A
Pitot-Static (IFR Only) 91.411		N/A	N/A
VOR (IFR Only)		N/A	N/A
AD Compliance	Demonstrate Compliance	Demonstrate Compliance	Demonstrate Compliance

NOTE: Not all aircraft inspections are required for certain practical tests.

NOTE: A separate propeller log is not required.

NOTE: A 100 hour inspection is not required for a practical test. An Annual Inspection is.

ARROW Documents

Airworthiness Certificate

Aircraft Registration – Check Expiration (expires every three years): Date:

Operating Limitations (Typically POH/AFM)

Weight and Balance (N number specific)

5) Airmen Documents

TASK: Bring the ORIGINALS, as well as color COPIES (Where * is noted) of the following:

- Pilot Certificate *
- Medical Certificate *
- Government-Issued Photo Identification * FAA 8710-1 form or IACRA copy *
- Knowledge Test Results *
- 141 Graduation Certificate (if applicable)*
- Exam Fee: _____
- Pilot Logbook-Name in front of logbook All pages signed
^^^ EVERY page and every column on every page totaled ^^^

6) Personal Equipment

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

- View-Limiting Device
- Flight Plan Form
- Current resources, as appropriate:
 - FAR/AIM
 - Instrument Flying Handbook / Instrument Procedures Handbook
 - ACS
 - Chart Supplement
 - Appropriate Charts and Publications or iPad with ForeFlight or similar

7) Flight Plan, Weight & Balance and Performance

TASK: Contact the examiner for a ONE-WAY flight plan assignment. The flight plan may be paper or electronic. 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 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 instruction.

Note: Neatness and accuracy will be graded.

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

TASK: The morning of your practical test, receive a standard weather briefing by either calling FSS or logging on to 1800WXBRIEF.COM (*website preferred). Please take written notes on your briefing to discuss during the test.

TASK: Complete a weight and balance for the conditions on the day of your practical test.

Note: Please include the examiners weight.

Note: Please bring your aircraft with full fuel or if this is an issue, enough for 3.0 hours endurance (2.0 hour flight plus comfortable reserve).

Note: Use the following blank spaces to help yourself, *however, if you have your own form that you/your school prefer, that will work as well.*

Empty Weight:

Takeoff CG:

Front Seats Weight:

Landing CG:

Rear Seats Weight:

Takeoff Weight:

Baggage Weight:

Category: Normal or Utility (Circle one)

Fuel at Takeoff:

Fuel at Landing:

Legal Reserves (minutes and gallons):

Personal Reserves:

Risk Management (PAVE) is a large part of the practical test.

Know the difference in legal vs. personal minimums and proficiency vs. currency.

Use the above to help determine Weight & Balance. You may bring your own forms to explain your weight and balance depending on if your aircraft manufacture uses tables or charts / graphs. In any case, be able to determine and explain weight and balance, the effects on a forward and aft CG and whether your CG moves forward or aft as you burn fuel.

Note: Depending on the vintage of your aircraft, engine oil may or may not be included in the empty weight of the aircraft.

Note: Know your aircraft. Is unusable fuel included in the empty weight?

TASK: Determine takeoff and landing distance using the weight and conditions computed above.

Takeoff distance:

Takeoff distance to clear 50 foot obstacle:

Landing distance:

Landing distance to clear 50 foot obstacle:

8) Aeronautical Experience & Logbook Verification- Instrument Pilot

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 Aeronautical Experience tables.

ELIGIBILITY REQUIREMENTS – 14 CFR 61.65:

TASK: Be at least 17 years of age

TASK: Be able to read, speak, write, and understand the English language

TASK: Hold at least a Private Pilot License

TASK: 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 (61.65(a)(3)) or accomplish a Home Study Course of training. When making entry, reference the specific FAR.

TASK: AERONAUTICAL KNOWLEDGE – 14 CFR 61.65(b)

TASK: FLIGHT PROFICIENCY 14 CFR 61.65(c):

61.65(b)	Subject	Date	Ground Instruction Time	Instructor Endorsement
1	FARs			
2	Use of AIM for IFR			
3	ATC Systems and IFR Procedures			
4	IFR Navigation and Approaches			
5	IFR Enroute and Approach Charts			
6	Aviation Weather Reports & Forecasting			
7	Safe & Efficient Operation Under IFR			
8	Critical Weather & Windshear			
9	ADM & Judgement			
10	CRM & Crew Coordination			

AERONAUTICAL EXPERIENCE – 14 CFR 61.65(d)

TASK:FLIGHT EXPERIENCE REQUIRE

- 50 Hours PIC XC, 10 must be in airplanes, 61.65(d)(1)

TOTAL PIC XC TIME:
TOTAL IN AIRPLANE:

TASK:40 Hours of Actual or Simulated Instrument Time, 61.65(d)(2)

TOTAL INSTRUMENT:

FLIGHT TRAINING

- 15 Hours Dual Instrument Flight Training – §61.65(d)(2) TOTAL Instruction:
- 3 Hours Dual 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 approaches regardless of the source of navigation – §61.65(d)(2)(ii) C (new guidance NOTC2305 March 2022).

DATE COMPLETED _____

Three Different Types of Approaches, not three different navigation systems.

Date	From	To	Miles	Dual	Total Flight

3 Hours Dual Flight Instruction within 2 Calendar Months of Practical Test – §61.65(d)(2)(i)

Date	From	To	Dual	Total Flight

9) Required Endorsements

TASK: Use the following checklist to verify that ALL endorsements required for the practical test have been completed per 14 CFR 61.65 and AC 61-65.

- A1. A2. A38. A39. A40.