

ORDER

8410.1A

DESIGNATED AIR CARRIER AIRMAN EXAMINER HANDBOOK



NOVEMBER 30, 1984

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

Distribution: A-FIA-0; ZVS-843
(STD)

Initiated By: AFO-260

FOREWORD

This order has been prepared to provide a ready reference for Principal Operations Inspectors, Aircrew Program Managers, Aircrew Program Designees, and other air carrier pilot, flight engineer, flight navigator, and aircraft dispatcher designees. It contains information on the privileges and responsibilities of these designations and authorizations and contains instructions and procedures pertinent to the conduct of the functions described.

Suggestions for changes or additions and comments on the content of this order are invited and will be given careful consideration in keeping the order current and of maximum value to all users. User comments should be addressed to:

Federal Aviation Administration
Office of Flight Operations
Air Transportation Division
Training and Technical Standards Branch, AF0-260
800 Independence Avenue, S.W.
Washington, D.C. 20591



Kenneth S. Hunt
Director of Flight Operations

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CHAPTER 1. GENERAL INFORMATION

1. PURPOSE. This order provides Federal Aviation Administration (FAA) district offices with instructions and procedures for the designation and supervision of air carrier examiners. It provides instructions and guidance for air carrier examiners serving applicants for Airline Transport Pilot Certificates (ATPC) and ratings, Flight Engineer (FE) certification and ratings, Flight Navigator (FN) certification, and Aircraft Dispatcher (AD) certification. It also provides instruction and guidance for Principal Operations Inspectors (POI), Aircrew Program Managers (APM), and Aircrew Program Designees (APD) regarding the supervision and authority of APDs.
2. DISTRIBUTION. This order is distributed to all international aviation field offices and to all addresses on special mailing list ZVS-843.
3. CANCELLATION. Order 8410.1, Designated Air Carrier Airman Examiner's Handbook, dated September 19, 1969, is cancelled.
4. EXPLANATION OF CHANGES. Order 8410.1A incorporates procedural changes and editorial changes where the need has been identified. Additionally, specific procedures unique to the APM/APD program are identified in chapter 4.
5. FORMS AND REPORTS. The forms used in the text of this order are listed in Appendix I.
6. AUTHORITY. Examiners are designated by the FAA under the authority of the Federal Aviation Act of 1958, Section 314, and implemented by Part 183 of the Federal Aviation Regulations (FAR). These designees serve as representatives of the Administrator for the conduct of flight checks. Such designees serve without pay from the Government.

7.-20. RESERVED.

CHAPTER 2. SELECTION, TRAINING, DESIGNATION, AND
SUPERVISION OF AIR CARRIER AIRMAN EXAMINERS

21. SELECTION.

- a. The Administrator of the Federal Aviation Administration (FAA) selects as air carrier airman examiners those persons who are recognized as outstanding airmen.
- b. Air carrier airman examiners are selected by the FAA District Office in whose geographical area the examiner will operate.
- c. The designation of airman examiners is limited to citizens of the United States.

22. INDOCTRINATION AND TRAINING.

- a. The indoctrination and training for all air carrier airman examiners will be supervised by an inspector who holds a certificate and rating appropriate to the particular examiner designation. During the training period, the prospective examiner will be coached in a like manner to that of a newly assigned FAA inspector.
 - b. The inspector will instruct, observe, test, and evaluate the examiner to the extent necessary to ensure that he/she possesses:
 - (1) Knowledge, ability, and skill required for the original issuance of the particular certificate or rating.
 - (2) Knowledge of the mechanics and techniques associated with administering the particular practical test involved.
 - (3) Knowledge of the FAA evaluation and grading standards for each item or phase of the particular practical test involved.
 - (4) Knowledge of the contents of the appropriate examiner's handbook. Knowledge of the examiner's responsibilities, authority, limitations, and FAA supervision and of the FAA forms and reports associated with the particular examiner function will be emphasized.
 - c. During evaluation of the prospective examiner's knowledge, he/she may be given appropriate tests by an FAA inspector or may be observed while being tested by another examiner or approved check airman. If it is determined that the prospective examiner does not satisfy the requirements of paragraph b above, he/she will not be designated.
23. ACCEPTANCE FLIGHT CHECKS. An FAA operations inspector will observe the prospective airman examiner and will conduct, evaluate,

grade, and critique a minimum of one full test appropriate to the certificate or rating involved.

24. APPLICATION. Air carrier airmen selected as potential airman examiners will complete Examiner Designation and Qualification Record, FAA Form 8710-6 (figures 2-1 and 2-2), when so requested by the FAA district office requiring the services of the airman examiner.

25. DESIGNATION.

a. Air carrier airman examiners are designated by the FAA district office in whose assigned area the examiner will operate.

b. Each newly designated air carrier airman examiner will be issued the following:

- (1) The appropriate air carrier airman examiner handbook.
- (2) A supply of appropriate application forms.
- (3) A book of Temporary Airman Certificates, FAA Form 8060-4.
- (4) A supply of Notice of Disapproval of Applications, FAA Form 8060-5.
- (5) A copy of pertinent FARs, i.e., Parts 61, 63, 65, 91, 121, and 135, as applicable.
- (6) A supply of Airman Certification Logs, FAA Form 8000-29.

26. DURATION OF EXAMINER DESIGNATIONS. Unless sooner terminated, an air carrier airman examiner designation is effective for one year after the date it is issued (reference FAR 183).

27. SUPERVISION.

a. Supervision of air carrier airman examiners is the responsibility of the designating field office and a responsible FAA inspector holding appropriate certificates and ratings. All instructions, manuals, supplies, and correspondence will be delivered through the designating field office and responsible FAA inspector. The examiner will be expected to call upon his/her supervisory FAA inspector for advice and guidance on all aspects of his/her duties and responsibilities.

b. Air carrier airman examiners will be under the continuing surveillance of an FAA inspector who will counsel the examiner as necessary. Emphasis will be placed on the examiner's general handling of applicants, maintenance of the desired test standards, and completion and handling of airman files and required reports.

- c. At all times, each examiner will be expected to have ready access to the appropriate Federal Aviation Regulations and flight test guides.
- d. The examiner's privileges will be clearly shown on the Certificate of Authority and will be restricted to the particular test, aircraft type, etc. for which his/her services are specifically needed and for which he/she was successfully trained and examined.
- e. Examiners will serve without pay from the Federal Aviation Administration.
- f. Examiners will provide their FAA supervisory inspector with a schedule of proposed activity on a regular basis. This schedule should reflect the examiner's proposed activity as far in advance as the capability of the program permits.

28. CHANGE OF BASE.

- a. Each examiner's Certificate of Authority bears the name of the FAA district office under which he/she is authorized to serve. Examiner test files will not be accepted by district offices not listed on his/her Certificate of Authority.
- b. In the event an examiner moves from one FAA district office to another, his/her designation is cancelled until he/she is issued a new Certificate of Authority by the district office which serves his/her new base of operations.

29. EXAMINER'S AUTHORITY AND LIMITATIONS. Detailed instructions must be furnished to each examiner by the designating FAA inspector or district office. These instructions may differ by designation type, location, and examiner utilization desired. The following general items are applicable to all examiners:

- a. Examiners are authorized to conduct the oral and practical tests prescribed in the pertinent FARs.
- b. Examiners are NOT authorized to conduct written tests.
- c. Examiners will endorse only those airman certificates which they issue. They will not amend or alter any airman certificates.
- d. All flight tests and oral tests conducted by examiners are limited to the privileges contained in the examiner's airman certificate and as further shown on his/her Certificate of Authority.
- e. Normally, examiners will be authorized only one "fixed base of operations" and will be administered and supervised by one field office. Exceptions may be authorized by the region when found to be fully justified.

f. Examiners may normally function only within the geographical area of their supervisory district office. Under extenuating circumstances, the examiner's supervisory district office and the district office where the certification work is scheduled may coordinate to allow the examiner to perform such certification.

g. A designated examiner is not normally permitted to test his/her own student for certification purposes. Exceptions will be coordinated with the responsible inspector.

h. Applications for certificates or ratings involving special medical tests for waiver or any ordered retest for competency will not be handled by designated examiners. Examiners must be instructed and thoroughly understand that all such applicants must be referred to the supervising district office.

i. Examiners will not be designated or authorized to conduct airline transport pilot certification or type ratings on turbojet aircraft without prior approval of the district office.

30. REQUESTS FOR REVIEW OF EXAMINER'S DECISIONS. An applicant who is not satisfied with an examiner's decision may apply to an FAA inspector for retesting. In such cases, the inspector will conduct a complete test, including any phase which was approved by the examiner.

31. ISSUANCE OF ADDITIONAL EXAMINER PRIVILEGES.

a. Only one Certificate of Authority, FAA Form 8430-9 (figure 2-3) will be issued or be held by an examiner at any one time regardless of the different types of examiner privileges he/she may be authorized. However, an examiner may be issued additional examiner privileges by the reissuance of his/her Certificate of Authority.

b. When additional authority is issued, the previous authority should be renewed and both shall expire 12 calendar months from the day issued. The same designation number will be used, provided it conforms to the current numbering system.

32. RENEWAL REQUIREMENTS AND PROCEDURES.

a. Examiner designations may be renewed any time prior to the expiration date.

b. An examiner desiring renewal of his/her designation must present the following:

(1) His/her current Certification of Authority, FAA Form 8430-9.

(2) An acceptable record of examiner activity shown on FAA Form 8000-29 (figure 2-4), in duplicate.

(3) Current Examiner Designation and Qualification Record, FAA Form 8710-6.

(4) Evidence of having attended, during the past 12 months, at least one examiner safety meeting or briefing conducted by the designating office or responsible inspector. This may be a notation on the back of the Certificate of Authority attesting to the examiner's attendance and signed by the responsible inspector.

c. Within 60 days preceding the examiner's Certificate of Authority expiration date, the responsible inspector will conduct a spot check and evaluation of the examiner which is appropriate to the designation and authority for which renewal is expected. This check and evaluation will consist of observation of one complete oral examination and flight check conducted by the examiner.

d. The designating field office and responsible inspector will determine that the examiner's services have been satisfactory and that the office's available manpower justifies retaining his/her services as an examiner.

33. CANCELLATION OF EXAMINER DESIGNATION. The cancellation of an examiner designation may be based on any one or more of the following:

a. Termination of the district office's need for the examiner's services.

b. Change in the examiner program policy of the agency or region.

c. Voluntary surrender of the designation by the examiner with a request, in writing, that it be cancelled.

d. Expiration of an examiner designation without renewal action.

e. Evidence of malpractice or fraudulent use of the designation or of any action on the part of the examiner reflecting discredit upon the agency.

f. Continued unsatisfactory performance in any phase of his/her examiner duties or responsibilities, including inability to accept or carry out field office instructions.

g. Subsequent evidence indicating the general or professional qualifications and requirements were, in fact, not met for the original examiner designation issuance.

34. EXPIRED DESIGNATIONS. Designations which have expired for any reason are no longer effective and may not be renewed or reinstated. A former designee may be redesignated on exactly the same basis as for original issuance. In such cases, the previous examiner designation number may be used provided it is available and conforms to the current numbering system.

35. RETENTION OF FAA FORM 8000-5, DISPLAY-TYPE CERTIFICATE. If the services of an examiner are terminated as a result of action under paragraph 33a, b, c, or d above, the examiner's display-type certificate, FAA Form 8000-5 (figure 2-5) may be retained by him/her after it has been marked "Cancelled," dated, and signed by the designating inspector.

36.-100. RESERVED.

FIGURE 2-1. SAMPLE FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD (FRONT)

Form Approved
OMB NR 2120-0033

US Department of Transportation Federal Aviation Administration		EXAMINER DESIGNATION AND QUALIFICATION RECORD						
Attach supplemental sheets if more space is required for any item 1. NAME (Last, first, middle) Kennedy, Alfred T. Telephone No. (816) 529-2331 2. ADDRESS (Number, street, city, state, and ZIP code) RFD #2 Kansas City, Missouri 64123 3. DATE OF BIRTH (Month, day, and year) 7/2/39 4. U.S. CITIZEN YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
5. DO YOU NOW HOLD OR HAVE YOU EVER HELD AN EXAMINER DESIGNATION TYPE AND NUMBER YES <input type="checkbox"/> NO <input type="checkbox"/>								
6. HAS ANY CERTIFICATE OR RATING ISSUED BY YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only) YES <input type="checkbox"/> NO <input type="checkbox"/>								
TYPE		CERTIFICATE NO		RATINGS		DATE ISSUED		
Airline Transport Pilot		411875		B-727, 737, 707 DC-6, 7, 9 F-27		7/21/65		
Flight Engineer		568783		Turbojet Powered		12/21/66		
8. FLIGHT EXPERIENCE (in hours)								
	AIRPLANE		ROTCRAFT		GUIDERS		INSTRUMENT FLIGHT (Actual or sim)	NIGHT FLIGHT
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS		
	9,535	730	--	--	--	--	1,178	1,130
	2,890		--	--	--	--		
	2,900	0	--	--	--	--		2,300
			--	--	--	--		
	3,350	--	--	--	--	--		--
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)								
EMPLOYER'S NAME		NATURE OF WORK		DATES		TITLE OF POSITION		
ABC Airlines, Inc.		Air Crew Member (Flight Engineer and Pilot)		3/1/67 to Present		Crew Captain		
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION								
ABC Airlines Flight Engineer Instructor School - 11/2/75 to 7/12/76								
ABC Airlines Check Captain's School - 3/12/80 to present								
CERTIFICATION I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 185.15(c) of the Federal Aviation Regulations.								
DATE 5/18/82		SIGNATURE /s/ Alfred T. Kennedy						

FAA FORM 8710-6

FIGURE 2-2. SAMPLE FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD (BACK)

FORM FAA USE									
TYPE OF ACTION		FLIGHT TEST ACTIVITIES-GENERAL AVIATION <small>(Complete for renewals and additional designations)</small>					DATE LAST REPORT SUBMITTED		
X	ORIGINAL ISSUANCE	CERTIFICATES/RATINGS	TOTAL SUBMITTED	DISAPPROVED BY EXAMINER	ACCEPTED BY INSPECTOR	RECHECKED BY INSPECTOR	NO. RE-TURNED FOR CORRECTION		
	RENEWAL	PRIVATE PILOT							
	ADDITIONAL AUTHORITY	COMMERCIAL PILOT							
	SPOT CHECK ONLY - NO RENEWAL EFFECTED	AIRLINE TRANSPORT PILOT							
	REINSTATEMENT	INSTRUMENT RATING							
		ADDITIONAL RATINGS	PRIVATE						
			COMMERCIAL						
			ATR						
CHARACTER AND REPUTATION (include industry and community reputation as well as personal knowledge possessed by FAA personnel) Alfred Kennedy is a leader in the pilot community. He is active in private aviation as well as air carrier work. Professionalism is uppermost in all his aviation pursuits. PROFESSIONAL ABILITY/Brief narrative description of examiner indoctrination and training given and results expressed as "good", "excellent", or "unsatisfactory". Mr. Kennedy received excellent ratings in all phases of his examiner indoctrination and training. Previous experience as a flight engineer examiner is apparent.									
JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL INSPECTOR'S RECOMMENDATION/ACTION									
								X	APPROVE
									DISAPPROVE
The individual named has been flight tested/examined and deemed competent to perform the duties of the designation indicated below.									
DESIGNATION		PRIVATE PILOT							
	COMMERCIAL PILOT EXAMINER								
X	AIRLINE TRANSPORT PILOT EXAMINER	X	AIRPLANE	ADDITIONAL QUALIFICATIONS LIMITATIONS (For pilot flight engineer examiner give aircraft category) F-27					
	PROFICIENCY PILOT EXAMINER		ROTCRAFT						
	FLIGHT ENGINEER EXAMINER		GLIDER						
	FLIGHT INSTRUCTOR EXAMINER								
	OTHER								
DATE		7/16/82	OFFICE NO.	ACE-ACDO-32	INSPECTOR'S SIGNATURE		/s/ Alex Q. Smith, Manager ACE-FSDO-64		
REGIONAL OFFICE ACTION									
X	CONCUR	DATE	7/17/82	SIGNATURE		/s/ Ella M. Couch, Manager, Operations Branch			
	DISAPPROVE								
TYPE OF DESIGNATION				CERTIFICATE OF AUTHORITY ISSUED		DO TO SERVE UNDER		EXPIRATION DATE	
ATPC Examiner F-27				NO. ACE-64-5				7/17/83	

FIGURE 2-3. SAMPLE FAA FORM 8430-9, CERTIFICATE OF AUTHORITY

(FRONT)

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. ACE-64-5
NAME Alfred T. Kennedy	DESIGNATION EXPIRES July 17, 1983	
Is authorized to act in the capacity of a Airline Transport Pilot Examiner F-27 AT FIXED BASE OF OPERATION		
Kansas City, Missouri for the Administrator		
7/17/82 (DATE)	/s/ Alex O. Smith (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1382		

(BACK)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
ACE-FSDO-64 Safety Meeting at ACDO	7/17/82	/s/ John B. Law
	9/10/82	/s/ John B. Law

DPO: 107-C-375-923

FIGURE 2-4. SAMPLE FAA FORM 8000-29, AIRMAN CERTIFICATION LOG

	APPLICANT'S NAME	EXAMINATION		TYPE OF AIRCRAFT	INSPECTOR OR EXAMINER	RESULTS		DATE FORWARDED
		KIND	DATE GIVEN			SAT.	UNSAT.	
1	William T. Boyd	ATPC	8/1/82	F-27	Alfred T. Kennedy	X		8/4/82
2	John H. Turnquist	ATPC	8/20/82	F-27	Alfred T. Kennedy		X	8/21/82
3	Samuel B. Morse	ATPC	9/3/82	F-27	Alfred T. Kennedy	X		9/12/82
4	John H. Turnquist	ATPC	9/10/82	F-27	Alfred T. Kennedy	X		9/12/82
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								

FAA Form 8000-29 (1-75) FORMERLY FAA FORM 3110

AIRMAN CERTIFICATION LOG



Reposing special trust and confidence in the integrity, diligence, and discretion of

ALFRED T. KENNEDY

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

AN AIRLINE TRANSPORT PILOT EXAMINER

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at Kansas City, Missouri

By Direction of the Administrator

Dated July 17, 1982

/s/ Alex O. Smith

Certificate No. ACE-64-5

Manager, ACE-FSDO-64

CHAPTER 3. CERTIFICATION AND RATING OF AIRMEN

SECTION 1. AIRMAN CERTIFICATION FORMS AND RETESTING AFTER FAILURE

101. EXAMPLES OF FORMS AND CERTIFICATES. Examples of forms and certificates used by airman examiners in the conduct of certification and rating of airmen are illustrated at the end of each applicable section of this chapter; i.e., Pilot forms at the end of Section 2, Flight Engineer forms at the end of Section 3, Flight Navigator forms at the end of Section 4, and Aircraft Dispatcher forms at the end of Section 5.

102. DESIGNATED EXAMINER PROCEDURES.

a. The following provides instructions applicable to airman certification forms and retesting applicants after failure.

(1) Examiners will record the results of all airman oral tests and practical tests on the applicable airman application form.

(2) After the applicant satisfactorily completes the practical test, the examiner will issue the applicant a Temporary Airman Certificate, FAA Form 8060-4 (figure 3-4). Examiners will forward the forms necessary for issuance of the appropriate airman certificate to the supervisory district office.

EXCEPTION: In the case of oral tests and simulator tests, the examiner will return the appropriate airman application form to the applicant who will present it to the inspector or examiner who conducts the remainder of the practical test.

(3) If the applicant fails to satisfactorily complete any portion of the practical test, the examiner will issue the applicant the original of the Notice of Disapproval of Application, FAA Form 8060-5 (figure 3-3). The examiner will forward the duplicate of the FAA Form 8060-5 and the appropriate airman application form to his/her supervisory district office. The examiner will outline on the FAA Form 8060-5 the additional hours or type of training recommended.

(4) When an applicant is issued an FAA Form 8060-5, the examiner will specify in detail those areas of the test that were substandard. As an example, when emergency maneuvers are marked unsatisfactory on the applicable airman's application form, the examiner will indicate on the FAA Form 8060-5 which emergencies were involved in the substandard performance; i.e., item 20, Powerplant failure.

(5) Applicants are required to present the original of FAA Form 8060-5 to the inspector or examiner who will conduct the retest.

(6) In retesting after failure, the examiner will normally require a demonstration of proficiency only on those items which were unsatisfactory during the previous test or flight check. The intent of the regulations is NOT to arbitrarily retest the applicant on all items previously passed, but to provide the examiner the authority to repeat those items he/she considers necessary in order to determine the applicant's competency during the course of the retest.

(7) Applicants for a Flight Navigator Certificate may apply for the practical test under the provisions of FAR 63.57(b), before receipt of the results of the written test. In such case, where appropriate, the practical test will be conducted and the results recorded on Application for an Airman Certificate and/or Rating, FAA Forms 8400-3 (figure 3-6), and 8060-5, as applicable. The FAA Forms 8400-3 and 8060-5, if applicable, will be returned to the applicant. Upon receipt of the results of the written examination, the applicant should present his/her files to the examiner who conducted the practical test, whereupon he/she will be issued a Temporary Airman Certificate.

(8) Examiners will not conduct flight checks in aircraft that are not equipped with an observer's seat for use by the inspector/examiner unless the flight check is to be conducted from the right-hand pilot seat. The observer and aircrew seats must be equipped with combined safety belts and shoulder harnesses that meet the applicable requirements specified in FAR 25.785.

(9) Examiners should advise graduates of an approved training program who fail any part of a practical test that the retest will be conducted by an examiner or inspector from the responsible district office. If the responsible district office is unable to conduct the retest, arrangements will be made by that office to provide a qualified inspector from another district office.

(10) An examiner receiving a request for a test from a graduate of an approved training program for which his/her supervisory district office has no responsibility will coordinate with his/her supervisory district office before conducting the test.

(11) Examiners will not conduct oral tests or flight tests for more than one applicant at a time.

(12) Examiners will check the applicable block(s) and sign and date the appropriate line(s) in the Evaluators Record Section, Application for an Airman Certificate and/or Rating, FAA Form 8410-2 (figure 3-1) and 8400-3; for each test conducted even though all the required tests for the certificate involved were conducted on the same date.

103.-120. RESERVED.

SECTION 2. AIRLINE TRANSPORT PILOT121. APPLICATION.

a. Original Issuance. Application for the original issuance of an Airline Transport Pilot Certificate (ATPC), the addition of an aircraft rating or the reissuance of an ATPC is made on Application for an Airman Certificate and/or Rating, FAA Form 8410-2 (figure 3-1).

b. Eligibility.

(1) The applicant is required to establish his/her eligibility for the certificate, except for age, before taking the written test. This will require the applicant to present a first-class medical certificate issued within the preceding six months; pilot logbook(s) to substantiate aeronautical experience; a letter showing participation in an approved Part 121 training program to substantiate acceptable flight engineer time; and evidence that he/she holds a commercial pilot certificate or a foreign airline transport pilot or commercial pilot license without limitations, issued by a member state of ICAO. A pilot in an Armed Force of the United States whose military experience qualifies him/her for a commercial pilot certificate under Section 61.73 is eligible to obtain an ATPC.

(2) In order to take the practical test, the applicant is required to present to an examiner a valid Airman Written Test Report, AC Form 8080-2 (figure 3-2), a completed FAA Form 8410-2, a valid first class Medical Certificate issued within the previous six months; and a pilot certificate or equivalent military pilot experience as stated in paragraph (1) above. If appropriate, the FAA Form 8410-2 should show that his/her instructor has recommended him/her for the test.

(3) Prior to taking the practical test for the addition of an aircraft rating to an ATPC, the applicant is required to show his/her valid pilot certificate, a valid medical certificate (third class or higher), and a completed FAA Form 8410-2.

122. CERTIFICATION FLIGHT TESTS.

a. FAA policy is to encourage air carriers to conduct their training in sparsely populated areas. In identifying airports where night training and flight checking may be undesirable for safety reasons, regions should evaluate the safety situation thoroughly and take into consideration agency policies, among other things. For instance, requiring a control tower or operative radar at an airport in an isolated area is not in keeping with FAA policy. Operative radar may not be necessary at any airport if traffic density is negligible during certain periods. Night flight training and

checking restrictions imposed by airport and airline management will be honored by examiners.

b. The following are items which examiners should consider in determining the suitability of an airport for night in-flight training or checking. These items are not all-inclusive and should be expanded as the situation warrants.

(1) ILS Glide Slope or VASI. Night in-flight training and checking on no-flap approaches and two engine out landings should not be conducted at airports not having operative ILS glide slope or VASI equipment.

(2) Runways, Taxiways, and Aprons. Night in-flight training or checking should not be conducted at airports unless the runways, taxiways, and aprons are properly lighted and suitable for the type of aircraft being utilized and the approaches are free from obstructions.

(3) Traffic Congestion. Night in-flight training or checking should not be conducted at airports during periods of congestion.

(4) Noise. Noise abatement procedures should be reviewed to determine if restrictions or limitations are necessary during the conduct of night training or checking.

c. Maximum use of the visual simulator is recommended during flight training or checking on no-flap approaches and two engine out approaches in three and four engine airplanes. When performed in the visual simulator during flight training or checking, either type approach will be performed without the assistance of electronic/radio/visual aids for directional/descent guidance from the outer marker (or an equivalent distance) to the landing runway.

d. During in-flight training or checking on no-flap approaches and during one engine out approaches and landings in three and four engine airplanes, electronic/radio/visual aids may be utilized for tracking and/or directional course guidance during approach to the outer marker (or an equal distance from the runway). These aids may not be used after passing the outer marker (or an equivalent distance).

e. Unless the examiner judges there to be justifiable reasons for requiring the maneuver, he/she will not require demonstration of proficiency on two engine out approaches in three and four engine airplanes during flight checking in the airplane when the applicant has previously demonstrated satisfactory performance in the simulator.

f. Operators, who do not have visual simulators approved for two engine out training and checking in three and four engine

airplanes, are required to conduct training and checking on the maneuver in flight using an approved procedure which approximates the loss of two powerplants (center and one outboard for three engine airplanes and two engines on one side for four engine airplanes).

g. Recovery from "Specific Flight Characteristics" contained in Appendix A of FAR 61 and Appendices E and F of FAR 121 are not to be construed as required maneuvers on all aircraft. These maneuvers are developed for particular aircraft in conjunction with recommendations of the appropriate FAA Flight Standardization Board.

h. After completing the simulator course and prior to beginning the aircraft transition phase of flight training, applicants for an ATPC or aircraft type rating who meet all the applicable prerequisites may accomplish those approved simulator maneuvers as authorized by FAR 61, Appendix A. The aircraft portion of the check shall be conducted within 30 days following the simulator check or following any failed aircraft portion of the check. If not, the simulator check must be repeated or the maneuvers must be performed in the aircraft.

i. Any maneuver required for certification flight tests or proficiency checks which is authorized and satisfactorily accomplished in an FAA approved simulator or synthetic trainer (even if observed by another inspector or examiner) need not be repeated during the flight test in the aircraft. However, maneuvers may be repeated, if necessary, to determine pilot competency.

j. For ATPC and type rating checks, FAR 61.157(a) permits the examiner to modify a required maneuver as necessary to ensure reasonable and safe operation of the aircraft being used. Designated examiners are reminded that company policy and procedures are to be followed in the performance of individual maneuvers so long as safety is not compromised. If company procedures and policy are not in line with agency policy, corrective action will be taken through the assigned principal operations inspector.

k. FAR 61.157(c) provides that the person giving the flight test has discretionary authority to waive certain maneuvers provided the applicant is employed as a pilot by a Part 121 certificate holder and has within the six preceding months, successfully completed that certificate holder's approved training program for the airplane type involved. THIS AUTHORITY MUST BE EXERCISED WITH GOOD JUDGEMENT. Examiners are cautioned to guard against permitting the waiver privilege to become an automatic practice. In general, it is desirable to waive as many items as the applicant's level of performance will permit. When an examiner encounters high standards of performance during a flight test, he/she should consider exercising this waiver privilege to a greater degree than for individuals who display minimum standards of performance.

STEREOTYPED PATTERNS ON WAIVING MANEUVERS SHOULD NOT BE USED, e.g., waiving steep turns every other check, etc.

1. During certification flight tests, examiners will brief check pilots to periodically omit calling out altitudes as required for altitude awareness and ascent and descent rate management, to determine the pilot's altitude awareness and use of proper procedures.

m. In order to avoid misunderstandings, examiners should determine what minimums the applicant is seeking prior to ATPC rating checks. If an applicant elects, as part of the check, to qualify for lower than standard minimums and fails, he/she has failed the check. If the applicant elects standard minimums, passes the entire check and then requests additional approaches for lower minimum qualification and fails, he/she fails only for lower minimum qualification.

n. Checking requirements for lower turbojet minima qualification and Category II qualification vary and depend on the operator's specific equipment, procedures, and authorized operations. Inspectors and examiners should refer to Advisory Circular 120-29, as amended, for these checking requirements.

o. Rejected takeoffs should normally be accomplished in an FAA-approved simulator when the operator's training program includes the use of a simulator. The primary objective of this maneuver is to evaluate the applicant's knowledge of and ability to execute procedures associated with the rejected takeoff. When this maneuver is simulated in an airplane other than in one actually taking off, realism is sacrificed; however, the procedures used by the applicant are the main concern. Good judgement by the inspector or examiner is of utmost importance.

p. Normally, certification flight tests should be conducted in VFR conditions; however, nothing should preclude the inspector or examiner from evaluating an IFR departure while the flight is relocating to a VFR area. It is also possible to evaluate the applicant during an IFR arrival and approach on the return flight. Such evaluation, once made, applies to either daylight or night flights.

123. CONDUCT OF WRITTEN, ORAL, AND FLIGHT TEST.

a. Written Test.

(1) If, in accordance with the exception outlined in FAR 61.39(b), an applicant qualifies for an extension of validity period of the airline transport pilot written test, the following will be typed on the Airman Written Test Report, AC Form 8080-2, and certified by the inspector: "The validity period of this form is

extended in accordance with the applicable provisions of FAR 61.39(b)." "

(2) A pilot serving as a flight engineer and participating in an approved flight engineer initial and recurrent training program must meet the following criteria to extend the validity of his/her airline transport pilot written test in accordance with FAR Part 61.39(b):

(a) Hold a Commercial Pilot Certificate

(b) Have satisfactorily completed initial or transition ground training, as applicable, in all of the subjects specified in FAR 121.419 for pilots.

(c) Have satisfactorily completed recurrent ground training applicable to pilots as required by FAR 121.427(b)(2). In addition, the FE must perform at the flight controls of the appropriate airplane or simulator, the following maneuvers during the initial or transition flight training:

1 Approaches to stalls.

2 Precision instrument approaches to basic minimums.

3 Non-Precision instrument approaches to non-precision minimums.

(d) Have satisfactory completed recurrent flight training as specified in FAR 121.427(d)(2). If the recurrent flight training in FAR 121.427(d)(2) is not performed using the full crew concept, the FE must also perform the following maneuvers at the flight controls of the airplane or simulator:

1 Approaches to stalls.

2 Precision instrument approaches to basic minimums.

3 Non-Precision instrument approaches to non-precision minimums.

b. Oral Test.

(1) Testing must be satisfactorily completed in the sequential order of oral, simulator, and airplane. However, an oral may be repeated out of sequence if the flight check is not completed within 60 days of the initial oral.

(2) The oral test is a means of determining the applicant's familiarity with the aircraft equipment on which he/she is to be

flight tested and will normally be conducted by an operations inspector or examiner qualified in the type aircraft concerned in accordance with this order.

(3) Approved training programs are basically formulated under an objectives concept which places primary emphasis on operational "need to know" information. If oral test deficiencies are noted and these deficiencies can be traced to an inadequate training course, they should be brought to the attention of the certificate holder or school. However, the deficient applicant still is required to retake the test.

(4) The oral may be accomplished in a cockpit environment using a procedures trainer mockup (PTM), cockpit procedures trainer (CPT), or a simulator. Use of the logic designed into these devices provides a means (through demonstration of normal, abnormal, and emergency procedures, in conjunction with the oral questioning) that effectively reduces the time required to determine the applicant's knowledge. The entire oral will be completed at one setting.

(5) Examiners are cautioned against becoming involved in an instructional period during an oral test.

(6) The flight maneuver portion of the practical test shall be satisfactorily completed within 60 days after satisfactory completion of the oral or the oral test must be repeated.

c. Conduct of Pilot Certification Flight Tests.

(1) Certification flight tests normally will be conducted by an FAA operations inspector or designated examiner qualified in accordance with this handbook.

(2) The required flight test maneuvers are prescribed in Appendix A of FAR Part 61. Certain maneuvers required by FAR 61 for ATPC flight checks may be accomplished in an approved aircraft simulator. The performance of maneuvers in a simulator may be observed and graded by a qualified inspector or appropriately designated examiner.

(3) When a carrier's operations specifications do not authorize circling approaches below 1,000 feet and 3 miles, applicants employed by those carriers are not required to demonstrate proficiency in the circling approach maneuver.

(4) The authorization permitting the inspector or examiner to require simulated powerplant failure at any time during the check was not intended as authority to require an unrealistic number of failures, but to permit such failures at times when the examiner considers them most appropriate. Powerplant failures should be limited to those necessary to determine the applicant's proficiency.

(5) FAR 61.157(a) permits combining required maneuvers during the practical test for an ATPC. However, good judgement is still necessary to avoid combining maneuvers to the point where it appears we are asking for multiple failures or overloading the applicant. Compounding emergencies is not permitted unless the applicant being checked failed to properly perform the appropriate initial emergency procedure. If the applicant failed to properly execute the emergency procedure, the examiner could then introduce an additional failure which would logically follow because of improper handling of the original failure. In a general sense, this confines emergencies to a particular system and/or related system(s).

(6) Unless exceptional circumstances exist, visual inspections of the aircraft exterior and interior (as referenced in Appendix A of FAR 61), should be waived in accordance with FAR 61.157(c) if the aircraft to be used has a flight engineer as a required crewmember.

(7) If the aircraft does not have a flight engineer assigned as a required crewmember or if for some exceptional reason a visual preflight inspection is required of the applicant, even though the aircraft has a flight engineer assigned as a required crewmember, the visual preflight inspection should be commensurate with the aircrew position of the applicant.

124. ISSUANCE OF TEMPORARY AIRLINE TRANSPORT PILOT CERTIFICATE (ATPC).

a. Upon the successful completion of both the written test and practical test, the applicant will be issued a properly completed Temporary Airman Certificate, FAA Form 8060-4 (figure 3-4).

b. On the FAA Form 8060-4, a rating in the specific type aircraft, if over 12,500 pounds, or in any turbojet in which the flight test was accomplished will be shown. The applicant's commercial pilot privileges not covered by the ATPC will also be shown.

c. When an applicant less than 23 years of age satisfactorily completes an ATPC examination, he/she will be issued a Letter of Aeronautical Competency (figure 3-5). The applicant will retain the original of the Letter of Aeronautical Competency and his/her current airman certificate. The examiner will forward the duplicate of the Letter of Aeronautical Competency; Application For An Airman Certificate and/or Rating, FAA Form 8410-2; Airman Written Test Report, AC Form 8080-2; and Notice of Disapproval of Application, FAA Form 8060-5, if appropriate, to the district office.

d. Upon reaching 23 years of age the applicant may present the original of the Letter of Aeronautical Competency, a current airman certificate, and a current first class medical certificate to the nearest FSDO, ACDO, or GADO whereupon he/she will be issued a

Temporary Airman Certificate with appropriate class/category and type rating.

125. PREPARATION OF TEMPORARY CERTIFICATE, FAA FORM 8060-4.

a. Enter the previously assigned certificate number in Block III on the FAA Form 8060-4. If the airman requests that his/her certificate number correspond with his/her social security number, the social security number, without dashes or spaces, will be placed in Block III on the FAA Form 8060-4.

b. Airplane category, class, and type ratings are listed in FAA Order 8710.4, as revised, "Certification: Pilots and Flight Instructors," which should be consulted for more detailed information. Some examples of Temporary Airman Certificate, FAA Form 8060-4, entries are:

- (1) Airplane Single-engine Land and Sea.
- (2) Airplane Multiengine Land and Sea.
- (3) Airplane Single-engine Sea and Multiengine Land.
- (4) Airplane Multiengine Land.
- (5) Airplane Single and Multiengine Land.
- (6) Airplane Single and Multiengine Land, Single-engine Sea.
- (7) Airplane Multiengine Land: DC-6, DC-7.

c. Type designations for airplanes over 12,500 pounds gross weight or turboprops may be found in Appendix I to Advisory Circular 61-89, as revised.

126. ADDITION OF AIRCRAFT CATEGORY, CLASS, AND TYPE RATINGS.

a. Figure 3-4 illustrates the preparation of a typical Temporary Airman Certificate for an applicant who has just qualified for an additional type rating by passing a flight test in an F-27.

b. When issuing an additional aircraft rating, the examiner will forward the applicant's current pilot certificate, completed Application for an Airman Certificate and/or Rating, FAA Form 8410-2 and the duplicate of the Temporary Airman Certificate, FAA Form 8060-4 bearing the former ratings plus the rating for which the applicant has just qualified to the district office.

c. The applicant must present a valid third class or higher medical certificate as required in FAR 61.39(a)(3).

127. DURATION.

- a. Airline Transport Pilot Certificates are effective until surrendered, suspended, or revoked.
 - b. FAR Part 61 prescribes the procedures for exchanging an Air Transport Pilot Certificate (ATPC), bearing an expiration date issued after April 30, 1949 for an ATPC without an expiration date. The provision for exchanging an old ATPC containing a horsepower rating has been removed and that ATPC will not be reissued.
128. INSTRUCTIONS FOR COMPLETING AIRMAN APPLICATION, ATP (FAA FORM 8410-2). These standardized instructions for completing FAA Form 8410-2 should be followed to preclude an excessive number of airman files being returned from AAC-260 for correction. Information contained in this form is designed for key punching for use in computer processing. Character limitations are imposed in some areas.

a. Top Section: Three Blocks.

- (1) The first block is checked by the applicant who is applying for the initial issuance of an ATP certificate.
 - (2) The second block is checked by the applicant who is applying for a rating to be added to his/her ATP certificate at the ATP grade level.
 - (3) The third block is checked by the applicant who is applying for the REISSUANCE of an ATP certificate and a rating is NOT being added.
- b. Type of Aircraft to be Used. Make and Model - This should include manufacturer's name and the official model designation as it appears on the Airworthiness Certificate.
 - c. Time in this Aircraft. Time in the make and model of aircraft to be used in this flight test.
 - d. Applicant Identification.
 - (1) Block A. Name.
 - (a) Enter legal name but no more than one middle name for record purposes. Do not change the name on subsequent applications unless it is done in accordance with FAR 61.25.
 - (b) Last name is limited to 17 characters. First and middle names should not exceed 26 characters, including spaces between names.

- (c) Any hyphenated names should be shortened so as not to exceed the number of characters allowed.
- (d) If the name exceeds the number of characters allowed, the FAA Certification Branch will make necessary changes to allow for computer acceptance.
- (e) If applicant has no middle name, enter (NMI) or (NMN).
- (f) If applicant has middle initial only, add a note to indicate "Initial only."
- (g) If applicant is a Jr. or the 2nd or 3rd, so indicate.
- (h) If applicant already has an FAA pilot certificate, the name on the application should be the same as the name on the certificate unless it is changed in accordance with FAR 61.25.
- (2) Unidentified Block.
- (a) This block on the form was intended for the Social Security Number. This information is optional.
- (b) Do not leave blank. Enter Social Security Number or the words: "Do not use" or "none" as appropriate.
- (3) Block C. Date of Birth.
- (a) Check for accuracy. This is a problem area.
- (b) Enter six digits: Use numeric characters, i.e.: 07-09-25 instead of July 9, 1925.
- (c) Check to see that date of birth is the same as it is on the medical certificate.
- (4) Block D. Height.
- (a) Enter height in inches. Example: 5'9" should be entered as 69 inches.
- (b) Do not use fractions. Show whole inches only.
- (5) Block E. Weight.
- (a) Enter weight in pounds.
- (b) Do not use fractions. Show whole pounds only.

(6) Block F. Hair.

- (a) Spell out the color of hair or use an abbreviation that can NOT be confused with another color. If bald, enter "Bald."
(b) If wearing a hairpiece, enter color of hair under wig or toupee.

(7) Block G. Eyes. Spell out the color of the eyes or use an abbreviation that can NOT be confused with another color.

(8) Block H. Sex. Enter male or female. M or F may be used.

(9) Block I. Nationality. Enter the applicant's country of citizenship.

(10) Block J. Place of birth.

(a) If born in the USA, enter city and state. If the city is unknown, enter county and state.

(b) If born outside of the USA, enter name of city and country.

(11) Block K. Permanent Mailing Address.

(a) Self explanatory.

(b) Check for accuracy. Make sure the numbers are not transposed.

(c) Number and street, P.O. Box, etc. should not exceed 32 characters including spaces. City name should not exceed 17 characters including spaces.

e. Certificate or Rating Applied for on Basis of:

(1) Self explanatory.

(2) Check appropriate block. Reference FAR 61.155(a).

f. Applicant's Certification.

g. Date. The date the applicant signed his/her name.

h. Applicant's Signature. The way the applicant normally signs his/her name.

i. Instructor's Recommendation. Not required, reference FAR 61.39(a)(5)(III).

- j. Evaluator's Record. Self explanatory.
- k. Inspector's Report. Self explanatory.

129. COMPLETION AND DISPOSITION OF THE FILE.

- a. Original Issuance of Airline Transport Pilot Certificate.

	<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
(1)	FAA Form 8410-2		FAA Form 8410-2
(2)	Current Commercial Certificate or equivalent	Current Commercial Certificate or equivalent (if applicant fails test)	Superseded Commercial Certificate or equivalent (if test is satisfactory)
(3)	1st class Medical Certificate with 1st class privileges	Medical Certificate	
(4)	AC Form 8080-2	AC Form 8080-2 (if applicant fails test)	AC Form 8080-2 (if test is satisfactory)
(5)	Logbook to verify flight time	Logbook	
(6)	FAA Form 8060-5 if previously tested or disapproved, plus a new FAA Form 8410-2		FAA Form 8060-5 (if retest is satisfactory), plus the resubmitted FAA Form 8410-2
(7)		FAA Form 8060-5 (original) in lieu of FAA Form 8060-4 (if applicant fails test)	FAA Form 8060-5 (duplicate) in lieu of FAA Form 8060-4 (if applicant fails test)

- | <u>Applicant Presents</u> | <u>Applicant Receives</u> | <u>To Supervisory District Office</u> |
|---------------------------|--|---|
| (8) | FAA Form 8060-4 or Letter of Aeronautical Competency when applicant is less than 23 years of age (duplicate) (if test is satisfactory) | FAA Form 8060-4 (original) or Letter of Aeronautical Competency (duplicate) (if test is satisfactory) |
| (9) | Letter of Aeronautical Competency (original)
FAA Form 8060-4 (duplicate) | Letter of Aeronautical Competency (original) and FAA Form 8060-4 (original) |
| (10) | | If equivalent of Commercial Certificate has been used to fulfill the requirements of FAR Part 61.73, this should be clearly stated on FAA Form 8410-2 |

b. Issuance of Additional Aircraft Rating.

- | <u>Applicant Presents</u> | <u>Applicant Receives</u> | <u>To Supervisory District Office</u> |
|---------------------------|---|---|
| (1) | FAA Form 8410-2 | FAA Form 8410-2 |
| (2) | Valid ATPC | Superseded ATPC (if test is satisfactory) |
| (3) | Valid Medical Certificate (3rd class or higher) | Medical Certificate |

	<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
(4)		FAA Form 8060-5 (original) in lieu of FAA Form 8060-4 (if applicant fails test)	FAA Form 8060-5 (duplicate) in lieu of FAA Form 8060-4 (if applicant fails test)
(5)		FAA Form 8060-4 (original) (if test is satisfactory)	FAA Form 8060-4 (duplicate) (if test is satisfactory)
(6)	FAA Form 8060-5 (if previously tested or disapproved) plus a new FAA Form 8410-2		FAA Form 8060-5 (if retest is satisfactory), plus the resubmitted FAA Form 8410-2

c. Reissuance of Airline Transport Pilot Certificate.

	<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
(1)	FAA Form 8410-2		FAA Form 8410-2
(2)	Old ATPC		Old ATPC
(3)		FAA Form 8060-4 (duplicate)	FAA Form 8060-4 (original)

130.-140. RESERVED.

FIGURE 3-2. SAMPLE AC FORM 8080-2, AIRMAN WRITTEN TEST REPORT

DO NOT DESTROY THIS TEST REPORT <small>This report is the property of the Department of Transportation and should be returned to the issuing office.</small>		DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION					3627	19				
		AIRMAN WRITTEN TEST REPORT (RIS: AC 8080-2)					SSN 123-45-6789					
TEST	GRADES BY SECTION							FAA OFFICE NO.	TEST DATE	EXPIRATION DATE		
	TAKE NO.	1	2	3	4	5	6				7	
01	ATP	93								ACE- ACD0-33	5-25-83	5-31-85
EXPIRATION DATE <small>(Year, Month, Day)</small>												

See rules on reverse side:

LAST NAME, FIRST MIDDLE
 Jones, James J.
 RFD #1
 Smithtown, MA 13105

EXAMPLES:
 Month (June) 6 75 0 75
 Year (1975)
 Month (December)
 Year (1975)

MECHANICS ONLY - EXPIRATION DATE CODES
 The first character designates the month; the second and third characters, the year. January through September as shown by numbers 1 through 9; October as "O"; November as "N"; December as "D".

NOTE: TO FIND THE SUBJECT AREAS IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THE CODED ITEMS ON THE ENCLOSED SUBJECT AREA OUTLINE.

SECTION SUBJECT AREA CODES

1 A05 C04 D10 E45

When applicable, an undersigned instructor may complete and sign the statement:
 I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDER THE APPLICANT COMPETENT TO PASS THE TEST.

LAST INSTRUCTOR'S NAME (Print) INITIAL CERTIFICATE NO. TYPE INSTRUCTOR'S SIGNATURE
 FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.
 AC FORM 8080-2 (10-79) ISSUED BY ADMINISTRATOR FEDERAL AVIATION ADMINISTRATION

SECTION 3. FLIGHT ENGINEER

141. APPLICATION. Application for original issuance, exchange, or the addition of an aircraft class rating to a flight engineer certificate will be made on Application for an Airman Certificate and/or Rating, FAA Form 8400-3 (OMB 2120-0007) (figure 3-6). A second class medical certificate, issued within the preceding 12 months, must be presented by the applicant prior to the oral, simulator, or flight check.

142. ELIGIBILITY.

a. Original Issuance. The applicant is required to establish his/her eligibility before taking the written test. This will be accomplished by checking his/her evidence of experience as required by FAR 63.37. The second class medical certificate is not a prerequisite for the written examination.

b. Additional Aircraft Class Rating. The applicant is required to establish his/her eligibility prior to taking the FAA written test or, if employed by a Part 121 operator and he/she has received the written test pursuant to FAR 63.35(e), he/she is required to establish his/her eligibility before taking the practical test. If the applicant is taking the FAA written test for an additional class rating, his/her eligibility may be determined by checking the FAA Form 8400-3 and logbooks. If the applicant received the written test from a Part 121 operator who is approved to conduct the written test under FAR 63.35(e), his/her eligibility for the additional class rating may be determined by checking the FAA Form 8400-3, his/her airman and medical certificates, logbook, and statement of satisfactory completion of an operator's approved training program.

143. CERTIFICATION FLIGHT TEST.

a. After completing the simulator course and prior to beginning the aircraft transition phase of flight training, applicants for a flight engineer certificate or class rating may accomplish the emergency duties and procedures of the practical test in an approved simulator, synthetic trainer, or training device. The aircraft portion of the check must be conducted within 30 days following the simulator check or the simulator check must be repeated. The entire check can be performed in the aircraft without repeating the simulator.

b. Any maneuver required for certification, class rating flight tests, or proficiency flight checks which is authorized and has been satisfactorily accomplished in an approved simulator, synthetic trainer or training device (even if observed by another inspector or examiner) should not be repeated during the flight check in the aircraft unless necessary for the inspector or examiner to determine to his/her satisfaction the competence of the applicant.

c. The satisfactory completion of an FAA-approved simulator flight engineer recurrent training program does not satisfy the annual flight check requirement of Section 121.433(c)(1)(i), unless the flight engineer receives a flight check conducted by a check airman in connection with the program.

d. When an applicant qualifies for an additional class rating under the provisions of FAR 63.33(b)(2), the examiner will print or type in capital letters in the remarks section of the FAA Form 8400-3, as applicable: "Applicant qualifies for _____-Class Rating under the provisions of FAR 63.33(b)(2)."

e. An applicant for additional aircraft class rating under the provisions of FAR 63.33(b)(2) is required to present a valid Airman Written Test Report, AC Form 8080-2 (figure 3-7) or a statement of successful completion of an approved training course under the provisions of FAR 63.35(e).

f. A statement from a Part 121 operator verifying successful completion of an approved ground training program conducted by the air carrier or commercial operator is acceptable evidence of having met the provisions of FAR 63.35(e). This statement will be accepted in lieu of AC Form 8080-2 as evidence of the applicant's successful completion of the required written test for an additional class rating.

g. An applicant for a flight engineer certificate with a class rating is required to present two valid Airman Written Test Reports: one for the basic flight engineer written test and one for the class rating written test or a combination basic and class exam. A Notice of Disapproval of Application, FAA Form 8060-5 (figure 3-8) will also be presented, if applicable.

144. CONDUCT OF WRITTEN, ORAL, AND FLIGHT TEST.

a. Written Test.

(1) Under the provisions of FAR 63.35(e), an applicant for an additional aircraft class rating may take a written test prepared and conducted by the Part 121 operator in lieu of the FAA test required by FAR 63.35(b).

(2) Prior to an air carrier or commercial operator administering written tests under the provisions of FAR 63.35(e), the assigned principal operations inspector will determine that the tests meet the requirements of FAR 63.35(b). The assigned principal operations inspector will inform the air carrier in writing that the test has been approved and that written tests conducted as a part of that program will satisfy the requirements of FAR 63.35(b).

(3) The air carrier will present to each student, who satisfactorily completes the final course written test conducted by

it for an additional class rating, with a statement of successful completion. The statement will indicate the dates of training, the type of aircraft on which the ground school was based, the number of hours of instruction received in both the ground and flight training, and a recommendation for the practical test. The recommendation may be made on FAA Form 8400-3.

(4) The assigned principal operations inspector will determine that adequate security is given test material. The same set(s) of test questions should not be given other classes without being appropriately revised.

(5) The written test given under the provisions of FAR 63.35(b) and 63.35(e) may be taken prior to acquiring the five hours of flight training required by the applicable provision of FAR 63.37.

(6) If, in accordance with the exception outlined in FAR 63.35(d), an applicant qualifies for an extension of validity period of the flight engineer written test(s), the following will be typed on the Airman Written Test Report, AC Form 8080-2, and certified by the inspector: "The validity period of this form is extended in accordance with the applicable provisions of FAR 63.35(d)."

b. Oral Test.

(1) Testing must be satisfactorily completed in the sequential order of oral, simulator, and airplane. However, an oral completed within 60 days of the initial oral.

(2) The oral test is a means of determining the applicant's familiarity with the aircraft equipment and systems on which he/she is to be tested and will normally be conducted by an operations inspector or an appropriately designated airman examiner.

(3) Approved training programs are basically formulated under a concept which places primary emphasis on operational "need to know" information. If oral test deficiencies in knowledge are noted and these deficiencies can be traced to an inadequate training course, they should be brought to the attention of the carrier, through the principal operations inspector, for correction. However, an applicant who fails the oral test still is required to retake the test.

(4) The practical test shall be satisfactorily completed within 60 days or the oral test must be repeated.

(5) The oral test may be accomplished in a cockpit environment using a procedures trainer mockup (PTM), cockpit procedures trainer (CPT), or a simulator. Use of the logic designed into these devices provides a means (through demonstration of normal, abnormal, and emergency procedures in conjunction with the

oral questioning) that effectively reduces the time required to determine the applicant's knowledge.

(6) Inspectors and examiners are cautioned against becoming involved in an instructional period during an oral test.

C. Conduct of Flight Engineer Certification Flight Tests and Proficiency Checks.

(1) The certification flight test normally will be conducted by an FAA operations inspector or an appropriately designated airman examiner.

(2) The certification flight test will not be conducted on a revenue flight carrying passengers or cargo.

(3) The flight engineer visual preflight of the aircraft should be conducted with emphasis on flight engineer duty requirements and cover the aircraft in considerable detail.

(4) Normal operating procedures conducted as part of the certification flight test or proficiency flight check should include engine start, taxi, takeoff, climb, cruise, let-down, approach, landing, etc. and the operation of each system as outlined in the normal operating procedures section of the appropriate aircraft operating manual.

(5) Abnormal procedures conducted as part of a certification flight test or proficiency flight check should include use of alternate systems and procedures as well as those maneuvers or operating procedures outlined in the abnormal procedures section of the appropriate aircraft operating manual.

(6) Computation of performance and cruise control data as part of a certification flight test or proficiency flight check should include completion of the takeoff and landing data card, computing the fuel required, and the application of these computations as outlined in the performance section of the appropriate aircraft operating manual for takeoff, climb, cruise, descent, and landing operations.

(7) Examiners should explore the applicant's knowledge of the aircraft systems, proficiency in analyzing systems malfunctions, and trouble-shooting problem areas during certification flight tests and proficiency flight checks.

(8) Emergency procedures conducted as part of a certification flight check should cover those procedures outlined in the emergency procedures section of the appropriate aircraft operating manual.

(9) Examiners should, during certification flight tests, explore the applicant's familiarity with, knowledge of, and proficiency in the use of forms and records used by his/her organization.

(10) Post flight procedures conducted as part of a certification flight test should be as required by the appropriate aircraft operating manual.

(11) Examiners should observe the applicant's ability to coordinate his/her duties, time, reports, etc. with other crew duties and responsibilities during certification flight tests.

(12) In determining an applicant's ability to use good judgement, examiners should require performance and decisions which reflect logical thinking and compliance with accepted procedures and standards.

145. ISSUANCE OF TEMPORARY FLIGHT ENGINEER CERTIFICATE.

a. After the applicant successfully completes both the written and practical tests or otherwise qualifies, the inspector or examiner will complete the Temporary Airman Certificate, FAA Form 8060-4 (figure 3-9), containing the airplane classes for which he/she is rated.

b. The date on the Temporary Airman Certificate will be the date on which all requirements for the certificate or rating are met.

c. Figure 3-9 illustrates the preparation of a typical flight engineer Temporary Airman Certificate for an applicant who has just qualified for an additional class rating in turbojet aircraft.

d. An applicant less than 21 years of age, after successfully completing the Flight Engineer Practical Test, will be issued a letter of Aeronautical Competency (figure 3-10). The applicant will retain the original of the letter. The examiner will forward a duplicate of the letter along with the Application for an Airman Certificate and/or Rating, FAA Form 8400-3 and the Airman Written Test Report, AC Form 8080-2 to the supervisory district office. If the applicant fails the practical examination, the appropriate forms will be distributed in the normal manner.

e. Upon reaching 21 years of age, the applicant may present the original of the letter of Aeronautical Competency and a current second-class medical certificate to the nearest district office where he/she will be issued a Temporary Airman Certificate with an appropriate class rating. The original of the letter, a copy of the temporary certificate, and an FAA Form 8400-3 will be forwarded to the Airman Certification Branch.

146. COMPLETION AND DISPOSITION OF THE FILE.

a. The file will be completed as follows for issuance of original certificates, additional class rating certificates, or exchange of certificates.

b. Original Issuance.

	<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
(1)	FAA Form 8400-3		FAA Form 8400-3
(2)	Second-class Medical Certificate dated within the last 12 months	Medical Certificate	
(3)	AC Form 8080-2	AC Form 8080-2 (if test unsatisfactory)	AC Form 8080-2 (if test satisfactory)
(4)	Logbook	Logbook	
(5)	FAA Form 8060-5 (if previously tested and disapproved)	FAA Form 8060-5 (original) (if test unsatisfactory)	FAA Form 8060-5 (duplicate) (if test unsatisfactory)
(6)		FAA Form 8060-4 (duplicate) or Letter of Aeronautical Competency when applicant is less than 21 years of age (if test satisfactory)	FAA Form 8060-4 (original) (if test satisfactory)
(7)	Letter of Aeronautical Competency (original)	FAA Form 8060-4 (duplicate)	Letter of Aeronautical Competency (original) and FAA Form 8060-4 (original)

c. Additional Class Ratings under the Provisions of Section 63.33(b)(1).

	Applicant Presents	Applicant Receives	To Supervisory District Office
(1)	FAA Form 8400-3		FAA Form 8400-3
(2)	Old Flight Engineer Certificate	Old Flight Engineer Certificate (if test is unsatisfactory)	Old Flight Engineer Certificate (if test is satisfactory)
(3)	Second-class Medical Certificate dated within the last 12 months	Medical Certificate	
(4)	AC Form 8080-2	AC Form 8080-2 (if test unsatisfactory)	AC Form 8080-2 (if test satisfactory)
(5)	Logbook	Logbook	
(6)	FAA Form 8060-5 if previously tested and disapproved	FAA Form 8060-5 (original) (if unsatisfactory)	FAA Form 8060-5 (duplicate)(if tested unsatisfactory)
(7)		FAA Form 8060-4 (duplicate) (if test satis- factory)	FAA Form 8060-4 (original) (if test satis- factory)

d. The file for additional class rating under Section 63.33(b)(2) should be completed the same as for an additional class rating under Section 63.33(b)(1), except that the applicant is required to present a statement of completion of an air carrier's approved course.

147.-160. RESERVED.

FIGURE 3-6. SAMPLE FAA FORM 8400-3, APPLICATION FOR AN AIRMAN CERTIFICATE AND/OR RATING

Form Approved
OMB No. 2120-0007

 US Department of Transportation Federal Aviation Administration		Application For An Airman Certificate and/or Rating													
1 TYPE OF AIRCRAFT TO BE USED B-727		2 TIME IN THIS AIRCRAFT 75:00		3 NAME OF EMPLOYER Eastern Airlines											
4. Applicant Identification A. NAME (First-Middle-Last) Albert S. Smith B. SOCIAL SECURITY NO. 123-34-4567 C. DATE OF BIRTH 7-2-56 D. HEIGHT 70" E. WEIGHT 165 F. HAIR Black G. EYES BROWN H. SEX M I. NATIONALITY USA J. PLACE OF BIRTH Kansas, USA K. PERMANENT MAILING ADDRESS (Include Zip Code) 2421 Backlick Road Springfield, VA 22005 TELEPHONE NO															
5. Certificates Held by Applicant A. <input checked="" type="checkbox"/> Pilot B. <input type="checkbox"/> Flight Navigator C. <input type="checkbox"/> Ground Instructor D. <input type="checkbox"/> Airline Transport E. <input type="checkbox"/> Flight Instructor F. <input type="checkbox"/> Aircraft Dispatcher G. <input type="checkbox"/> Commercial H. <input type="checkbox"/> Private I. <input type="checkbox"/> Flight Engineer J. <input type="checkbox"/> Mechanic															
6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for Date <u>4-21-83</u> /s/ <u>Albert S. Smith</u> Applicant's Signature															
7. I consider the above applicant ready to take the test for which he/she is applying: A. <input type="checkbox"/> Oral Test B. <input type="checkbox"/> Flight Test C. <input type="checkbox"/> Practical Test D. <input type="checkbox"/> Instructor's Signature E. <input type="checkbox"/> Instructor's Signature F. <input type="checkbox"/> Instructor's Certificate No. and Expiration Date G. <input type="checkbox"/> Instructor's Certificate No. and Expiration Date H. <input type="checkbox"/> Grade and Certificate No.															
8. Evaluation Record															
Oral		Inspector	Examiner	Signature	Date										
Practical Test Aircraft Dispatcher															
Practical Test Control Tower Operator															
Simulator Check															
Aircraft Flight Check															
9. Inspector's Record <input type="checkbox"/> Temporary Airman Certificate Issued <input type="checkbox"/> Notice of Disapproval of Application Issued <input type="checkbox"/> Examiner's Action Accepted DATE _____ INSPECTOR'S SIGNATURE _____ FAA OFFICE _____															
CP	REG	OFFICE	COM	ISS	ACT	EMP	TRAINING	DIS	CLASS	SEX	RATING	STATE	COUNTRY	<input type="checkbox"/> Do Not Micro <input type="checkbox"/> Special Mailing <input type="checkbox"/> Air Mail	
														<input type="checkbox"/> IFO Mailing <input type="checkbox"/> Correspondence	

FAA FORM 8400-3 (5-84)

FIGURE 3-7. SAMPLE AC FORM 8080-2, AIRMAN WRITTEN TEST REPORT

DO NOT DESTROY THIS TEST REPORT <small>This Test Report must be preserved by the holder of certification.</small>		DEPARTMENT OF TRANSPORTATION GENERAL AVIATION ADMINISTRATION					3627	12	
		AIRMAN WRITTEN TEST REPORT (RIS: AC 8080-2)					SSN 123-45-6789		
TEST		GRADES BY SECTION					PAA OFFICE NO.	TEST DATE	EXPIRATION DATE
TAKE NO.	TITLE	1	2	3	4	5	6	7	
01	FEJ	T	93						
EXPIRATION DATE <small>(See instructions on reverse side)</small>									
									ACE-ACDO-33
									4-22-83
									4-22-83
									28

MECHANICS ONLY - EXPIRATION DATE CODES
The first character designates the month; the second and third characters, the year. January through September is shown by numbers 1 through 9; October as "O"; November as "N"; December as "D".

EXAMPLES:
 Month (June) 6 75 0 75
 Year (1975)
 Month (December) 1
 Year (1975)

• See codes on reverse side:

LAST NAME, FIRST MIDDLE
 Albertson, John J.
 11 West 63rd St.
 Memphis, Tenn. 36798

NOTE: TO FIND THE SUBJECT AREAS IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THE CODED ITEMS ON THE ENCLOSED SUBJECT AREA OUTLINE.

SECTION SUBJECT AREA CODES

2 G06 H10 H16 L04 M-4 N02 N08 N13 N14 N20 N22

When applicable, an authorized instructor may complete and sign the statement:
 I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDER THE APPLICANT COMPETENT TO PASS THE TEST.

LAST INSTRUCTOR'S NAME (Print) INITIAL CERTIFICATE NO. TYPE INSTRUCTOR'S SIGNATURE

FRAUDULENT ALTERATION OF THIS FORM BY ANY PERSON IS A BASIS FOR SUSPENSION OR REVOCATION OF ANY CERTIFICATES OR RATINGS HELD BY THAT PERSON.

AC FORM 8080-2 (10-79) ISSUED BY ADMINISTRATOR FEDERAL AVIATION ADMINISTRATION

FIGURE 3-8. SAMPLE FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION—FEDERAL AVIATION ADMINISTRATION		NOTE PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION							
NOTICE OF DISAPPROVAL OF APPLICATION		CERTIFICATE OR RATING SOUGHT Flight Engineer							
NAME AND ADDRESS OF APPLICANT Richard L. Malone 111 Aspen Ave. Pueblo, Colorado 44150									
On the date shown, you failed the examination indicated below: <input checked="" type="checkbox"/> FLIGHT <input type="checkbox"/> ORAL <input type="checkbox"/> PRACTICAL									
AIRCRAFT USED (Make and Model) Boeing 727-200		FLT. TIME RECORDED IN LOGBOOK <table border="1"> <tr> <th>PILOT-IR-COMM. OR SOLO</th> <th>INSTRUMENT</th> <th>DUAL</th> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>		PILOT-IR-COMM. OR SOLO	INSTRUMENT	DUAL			
PILOT-IR-COMM. OR SOLO	INSTRUMENT	DUAL							
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING: Item 4. Abnormal operating procedures. Recommend 2 hours classroom and CPT training on electrical system operating procedures.									

I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate of rating sought.

DATE OF EXAMINATION 4-21-83	SIGNATURE OF EXAMINER OR INSPECTOR /s/ Teresa L. Nelson	DESIGNATION OR OFFICE NO. AWP-62-05
--------------------------------	--	--

FAA Form 8060-5 (5-80)

FIGURE 3-9. SAMPLE FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION		III. CERTIFICATE NO. 427896822	
II. TEMPORARY AIRMAN CERTIFICATE			
THIS CERTIFIES THAT IV. Richard L. Malone V. 111 Aspen Avenue Pueblo, Colorado 44150			
DATE OF BIRTH 9-21-83	HEIGHT 72 IN.	WEIGHT 168	HAIR Black
	EYES Brown	SEX M	NATIONALITY USA
IX. has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of Flight Engineer			
RATINGS AND LIMITATIONS XII. Turbopropeller Powered			
XIII. Turbojet Powered			
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		DATE OF SUPERSEDED AIRMAN CERTIFICATE 8-16-78	
BY DIRECTION OF THE ADMINISTRATOR X. DATE OF ISSUANCE 7-21-83		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO. AWP-62-05	
X. SIGNATURE OF EXAMINER OR INSPECTOR /s/ Teresa L. Nelson		DATE DESIGNATION EXPIRES 4-30-84	

FAA Form 8060-4 (8-79) USE PREVIOUS EDITION

SECTION 4. FLIGHT NAVIGATOR161. ELIGIBILITY.

a. The requirements for a flight navigator's certificate are contained in Subpart C and Appendix A of Part 63.

b. The flight navigator written test may be taken before the applicant's meeting the eligibility and experience requirements of FAR Section 63.51(a) and 63.55.

c. An applicant for the flight navigator practical test must present a valid Airman Written Test Report, AC Form 8080-2 (figure 3-11); second-class medical certificate issued within the preceding 12 months; logbooks verifying flight time; and substantiating evidence of compliance with Section 63.55(b) or statement of graduation from an approved flight navigator's course.

EXCEPTION: An applicant may apply for the flight navigator practical test under the exceptional circumstances stated in FAR Section 63.57(b) without presenting a valid AC Form 8080-2.

162. APPLICATION. Application for a Flight Navigator Certificate will be made on Application for an Airman Certificate and/or Rating, FAA Form 8400-3 (figure 3-12).

163. CERTIFICATION.

a. The practical test will be conducted by an FAA operations inspector or examiner who holds a flight navigator certificate or by an appropriately designated airman examiner who holds a flight navigator certificate.

b. Practical test requirements are found in Appendix A of FAR Part 63.

164. CONDUCT OF ORAL AND FLIGHT TEST.a. Oral Test.

(1) The oral test is a means by which the inspector or designated examiner determines the applicant's familiarity with the equipment on which he/she is to be flight tested.

(2) Inspectors and examiners are cautioned against the possibility of becoming involved in an instruction session during the oral test. Such discussions are time consuming and should be avoided.

(3) The oral should not be utilized as a total review of all navigation procedures and techniques. However, the applicant should be familiar with the Air Communications and Navigation Regulations which are concerned with aircraft position reporting and variances from the flight planned route. These regulations are basically set forth in Annex 2 of ICAO and Document 7030 and the authority for compliance is FAR 91.1(b)(1). The applicant should also be familiar with the Organized Track System in the North Atlantic and Pacific Composite Separation Schemes along with the appropriate regulations.

b. Flight Test.

(1) The applicant must provide a suitable aircraft properly equipped for accomplishing the navigation test.

(2) The flight test may be conducted on a scheduled or other flight.

(3) Passengers and/or cargo may be carried during the flight test in an aircraft providing a fully qualified navigator is a member of the flightcrew when the flight is over a route where a navigator is required.

(4) Upon satisfactory completion of the test, applicants applying for a Flight Navigator Certificate under the exceptional circumstances of FAR 63.57(b) will not be issued a Temporary Airman Certificate. The inspector or examiner will make the following notations in item 9 of Application for an Airman Certificate and/or Rating, FAA Form 8400-3 (figure 3-12): "Application made under provisions of FAR 63.57(b). Temporary Airman Certificate not issued."

(5) Requirements for the test are outlined in FAR 63, Appendix A. The flight test should be made over water if possible. Basically, the check is to test the applicant's skill in flight planning, celestial navigation, Loran navigation, and use of absolute altimeter. Navigation systems that automate fixes, ground speed, etc. should not be used.

165. ISSUANCE OF TEMPORARY FLIGHT NAVIGATOR CERTIFICATE.

a. Upon successful completion of both the written test and practical test, the applicant will be issued a properly completed Temporary Airman Certificate, FAA Form 8060-4 (figure 3-13).

b. Applicants applying for the issuance of a Flight Navigator Certificate under the provisions of FAR 63.57(b), after receiving notice of satisfactory completion of the written test, will present the Application for an Airman Certificate and/or Rating, FAA Form 8400-3; Notice of Disapproval of Application, FAA Form 8060-5 (figure 3-14), if applicable; and Airman Written Test Report, AC

Form 8080-2 to the inspector or examiner who conducted the practical test, whereupon he/she will be issued a Temporary Airman Certificate.

c. The date entered on the Temporary Airman Certificate will be the date on which the applicant meets all the requirements for the certificate.

d. An applicant less than 21 years of age, after successfully completing the Flight Navigator Practical Test; will be issued a letter of Aeronautical Competency (figure 3-15). The applicant will retain the original of the letter. The examiner will forward a duplicate of the letter along with the Application for an Airman Certificate and/or Rating, FAA Form 8400-3 and the Airman Written Test Report, AC Form 8080-2 to the supervisory district office. If the applicant fails the practical examination, the appropriate forms will be distributed in the normal manner.

e. Upon reaching 21 years of age, the applicant may present the original of the "Letter of Aeronautical Competency" and a current second-class medical certificate to the nearest district office where he/she will be issued a Temporary Airman Certificate. The original of the letter, a copy of the temporary certificate, and an FAA Form 8400-3 will be forwarded to the Airman Certification Branch.

166. COMPLETION AND DISPOSITION OF THE FILE.

<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
a. FAA Form 8400-3		FAA Form 8400-3
b. Second-class Medical Certificate dated within the last 12 months	Medical Certificate	
c. AC Form 8080-2	AC Form 8080-2 (if test unsatisfactory)	AC Form 8080-2 (if test satisfactory)
d. Statement of graduation if graduate of approved course		
e. Original of FAA Form 8060-5 (if previous test unsatisfactory)		FAA Form 8060-5 (original) (if retest satisfactory)

Applicant
Presents

Applicant
Receives

To Supervisory
District Office

f.

Duplicate of FAA
Form 8060-4 or
Letter of
Aeronautical
Competency when
applicant is
less than 21
years of age (if
test satisfactory)

Original of FAA
Form 8060-4 (if
test satisfactory)

g. Letter of
Aeronautical
Competency
(original)

FAA Form 8060-4
(duplicate)

Letter of
Aeronautical
Competency
(original) and
FAA Form 8060-4
(original)

167.-180. RESERVED.

FIGURE 3-11. SAMPLE AC FORM 8080-2, AIRMAN WRITTEN TEST REPORT

DO NOT DESTROY THIS TEST REPORT <small>The Test Report must be preserved for retention of certification</small>		DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION					3627	12				
AIRMAN WRITTEN TEST REPORT (RIS: AC 8080-2)							SSN 123-45-6789					
TEST		GRADES BY SECTION					PAA OFFICE NO.	TEST DATE	EXPIRATION DATE	MECHANICS ONLY - EXPIRATION DATE CODES		
TAKE NO.	TITLE	1	2	3	4	5	6	7	AAA- ACDO-31	6-20-83	6-20-83	15
01	FN	T	93									
EXPIRATION DATE <small>(Last digit ... with)</small>												

* See codes on reverse side:

LAST NAME, FIRST MIDDLE
Johnson, James Leckie
78 Main Street
Bridgeport, Connecticut 17811

NOTE: TO FIND THE SUBJECT AREAS IN WHICH QUESTIONS WERE MISSED, COMPARE THE CODES SHOWN BELOW WITH THE CODED ITEMS ON THE ENCLOSED SUBJECT AREA OUTLINE.

SECTION SUBJECT AREA CODES

2 G06 H10 H11 L04 N14 N16 N22 N30

When applicable, an authorized instructor may complete and sign this statement:
I HAVE GIVEN THIS APPLICANT ADDITIONAL INSTRUCTION IN EACH OF THE SUBJECT AREAS FAILED AND CONSIDER THE APPLICANT COMPETENT TO PASS THE TEST.

LAST INSTRUCTOR'S NAME (Print) INITIAL CERTIFICATE NO. TYPE INSTRUCTOR'S SIGNATURE

ISSUED BY ADMINISTRATOR FEDERAL AVIATION ADMINISTRATION

MECHANICS ONLY - EXPIRATION DATE CODES
The first character designates the month; the second and third characters, the year; January through September as shown by numbers 1 through 9; October as "O"; November as "N"; December as "D".

EXAMPLES:
Month (June) 6 Year (1975) 75
Month (December) 1 Year (1975) 75

AC FORM 8080-2 (10-79)

FIGURE 3-12. SAMPLE FAA FORM 8400-3, APPLICATION FOR AN AIRMAN CERTIFICATE AND/OR RATING

Form Approved
OMB No. 2120-0007

US Department of Transportation Federal Aviation Administration		Application For An Airman Certificate and/or Rating																																																				
<input type="checkbox"/> Flight Engineer <input type="checkbox"/> Reciprocating Engine Powered <input type="checkbox"/> Turbopropeller Powered <input type="checkbox"/> Turbojet Powered		<input checked="" type="checkbox"/> Flight Navigator <input type="checkbox"/> Control Tower Operator <input type="checkbox"/> VFR Tower Rating <input type="checkbox"/> Non-Radar Approach Control Tower Rating																																																				
1. TYPE OF AIRCRAFT TO BE USED I-1011		2. TIME IN THIS AIRCRAFT 89:00																																																				
3. NAME OF EMPLOYER TWA																																																						
4. Applicant Identification																																																						
A. NAME (Last-First-Middle-Initial) Alfred Gates Segal		K. PERMANENT MAILING ADDRESS (Include Zip Code) 25 Essex Street Miami, Florida 31321																																																				
B. SOCIAL SECURITY NO. 123-45-6789		C. DATE OF BIRTH 4-2-40																																																				
D. HEIGHT 73"		E. WEIGHT 205																																																				
F. HAIR Brown		G. EYES Brown																																																				
H. SEX M		I. NATIONALITY USA																																																				
J. PLACE OF BIRTH Atlanta, Georgia																																																						
5. Certificates Held by Applicant																																																						
A. <input type="checkbox"/> Pilot <input type="checkbox"/> Airline Transport <input type="checkbox"/> Commercial		B. <input type="checkbox"/> Flight Navigator C. <input type="checkbox"/> Control Tower Operator D. <input type="checkbox"/> Flight Engineer																																																				
		E. <input type="checkbox"/> Ground Instructor F. <input type="checkbox"/> Aircraft Dispatcher G. <input type="checkbox"/> Mechanic																																																				
6. Applicant's Certification I certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for																																																						
		Date <u>7-21-83</u> /s/ <u>Alfred G. Segal</u>																																																				
		Date _____ /s/ _____ Applicant's Signature																																																				
Instructor's Recommendation																																																						
7. I consider the above applicant ready to take the test for which he/she is applying:		A. <input type="checkbox"/> Oral Test B. <input type="checkbox"/> Flight Test C. <input type="checkbox"/> Practical Test D. <input type="checkbox"/> Aircraft Dispatcher Only																																																				
D. Date _____ Instructor's Signature _____		Instructor's Certificate No. _____ And Expiration Date _____																																																				
E. Date _____ Instructor's Signature _____		Instructor's Certificate No. _____ And Expiration Date _____																																																				
Grade and Certificate No. _____		Grade and Certificate No. _____																																																				
8. Evaluation Record																																																						
Oral		Inspector _____ Examiner _____ Signature _____ Date _____																																																				
Practical Test Aircraft Dispatcher																																																						
Practical Test Control Tower Operator																																																						
Simulator Check																																																						
Aircraft Flight Check		X /s/ William Sworthmole Date 7-25-83																																																				
9. Inspector's Record																																																						
<input type="checkbox"/> Application made under provisions of FAR 63.57(b). Temporary Certificate not issued. <input type="checkbox"/> Temporary Airman Certificate issued <input type="checkbox"/> Notice of Disapproval of Application issued <input type="checkbox"/> Examiner's Action Accepted																																																						
DATE _____ INSPECTOR'S SIGNATURE _____		DATE _____ FAA OFFICE _____																																																				
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td>CP</td> <td>REG</td> <td>OFFICE</td> <td>ICOM</td> <td>ISS</td> <td>ACT</td> <td>EMP</td> <td>TRAIN</td> <td>INSTR</td> <td>DOB</td> <td>CLASS</td> <td>SEX</td> <td>RATING</td> <td>STATE</td> <td>COUNTY</td> <td><input type="checkbox"/> Do Not Micro</td> <td><input type="checkbox"/> IFO Mailing</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Special Mailing</td> <td><input type="checkbox"/> Correspondence</td> </tr> <tr> <td></td> <td><input type="checkbox"/> Airmail</td> <td></td> </tr> </table>				CP	REG	OFFICE	ICOM	ISS	ACT	EMP	TRAIN	INSTR	DOB	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Do Not Micro	<input type="checkbox"/> IFO Mailing																<input type="checkbox"/> Special Mailing	<input type="checkbox"/> Correspondence																<input type="checkbox"/> Airmail	
CP	REG	OFFICE	ICOM	ISS	ACT	EMP	TRAIN	INSTR	DOB	CLASS	SEX	RATING	STATE	COUNTY	<input type="checkbox"/> Do Not Micro	<input type="checkbox"/> IFO Mailing																																						
															<input type="checkbox"/> Special Mailing	<input type="checkbox"/> Correspondence																																						
															<input type="checkbox"/> Airmail																																							

SECTION 5. AIRCRAFT DISPATCHER181. ELIGIBILITY.

- a. The aircraft dispatcher written examination may be taken prior to the applicant's meeting the eligibility requirements of FAR Sections 65.53(a) and 65.57.
- b. An applicant for an aircraft dispatcher certificate must comply with the experience requirements of Section 65.57 within the specified applicable time before he/she applies for the practical test.

c. An applicant's eligibility for the issuance of an aircraft dispatcher certificate, after successful completion of the written test, practical test, and compliance with Section 65.57, is determined by compliance with Sections 65.53(a) and 65.55(b).

182. APPLICATION.

- a. Application for issuance of an aircraft dispatcher certificate will be made on Application for an Airman Certificate and/or Rating, FAA Form 8400-3 (figure 3-16).
- b. Applications for the aircraft dispatcher practical test will be made on FAA Form 8400-3.

183. CONDUCT OF PRACTICAL TEST.

- a. Practical tests shall be conducted by an FAA Aviation Safety Inspector (Operations) or an appropriately designated examiner.
- b. Inspectors and examiners will use the "Aircraft Dispatcher Practical Test Guide," a controlled document in district offices that administer written tests, as a reference for coverage of subject material in conducting the practical test. Use of this guide will reduce the time and effort in organizing and covering the subject matter and will aid in the standardization and uniformity in the conduct of the practical test.

NOTE: Observing an applicant functioning as a dispatcher will not be credited toward any part of the practical test.

c. Inspectors and examiners are cautioned against becoming involved in an instructional period during the practical test.

184. ISSUANCE OF TEMPORARY DISPATCHER CERTIFICATE.

a. An applicant who has successfully completed the written test and meets age and experience requirements will be issued a Temporary Airman Certificate, FAA Form 8060-4 (figure 3-17), upon successfully

meeting the requirements of FAR Sections 65.53, 65.55, 65.57, and 65.59.

b. An applicant less than age 23, complying with one of the experience requirements of Section 65.57, will be issued a Letter of Aeronautical Competency (figure 3-18). Examiners will complete the applicable blanks after determining compliance with the last certification requirement and forward the Application for an Airman Certificate and/or Rating, FAA Form 8400-3 to the supervisory district office. The applicant will retain the Letter of Aeronautical Competency until reaching 23 years of age.

c. Upon becoming 23 and within the 24-month validity period of the written tests, the applicant will be required to present the original of the Airman Written Test Report, AC Form 8080-2 (figure 3-19); the Letter of Aeronautical Competency, and a current FAA Form 8400-3 to the nearest Flight Standards District Office (FSDO, ACDO, or GADO), whereupon he/she will be issued a Temporary Airman Certificate. If the original Airman Written Test Report has expired, the applicant must retake the written test and present both reports to the district office.

d. The date entered on the FAA Form 8400-3 will be the date on which the applicant meets all the requirements for issuance of the certificate.

185. COMPLETION AND DISPOSITION OF THE FILE.

- | <u>Applicant
Presents</u> | <u>Applicant
Receives</u> | <u>To Supervisory
District Office</u> |
|---|---|--|
| a. FAA Form 8400-3 | | FAA Form 8400-3 |
| b. AC Form 8080-2 | AC Form 8080-2
(if test
unsatisfactory) | AC Form 8080-2 (if
test satisfactory) |
| c. Original of FAA
Form 8060-5 (if
previous test
unsatisfactory) | | FAA Form 8060-5
(if retest satis-
factory) |
| d. Statement of
Graduation (if
graduate of
approved course)
or documentary
evidence of
experience | | |

<u>Applicant Presents</u>	<u>Applicant Receives</u>	<u>To Supervisory District Office</u>
e. FAA Form 8060-5 (original) (if test unsatisfactory)	FAA Form 8060-5 (original) (if test unsatisfactory)	FAA Form 8060-5 (duplicate) (if test unsatisfactory)
f. FAA Form 8060-4 (duplicate) or Letter of Aeronautical Competency when applicant is less than 23 years of age (if test satisfactory)	FAA Form 8060-4 (duplicate) or Letter of Aeronautical Competency when applicant is less than 23 years of age (if test satisfactory)	FAA Form 8060-4 (original) (if test satisfactory)
g. Letter of Aeronautical Competency (original) (if applicable)	FAA Form 8060-4 (duplicate)	Letter of Aeronautical Competency (original) and FAA Form 8060-4 (original)

186.-200. RESERVED.

FIGURE 3-16. SAMPLE FAA FORM 8400-3, APPLICATION FOR AN AIRMAN CERTIFICATE AND/OR RATING

Form Approved
OMB No. 2120-0007

US Department of Transportation Federal Aviation Administration		Application For An Airman Certificate and/or Rating																									
1. TYPE OF AIRCRAFT TO BE USED B-727		2. TIME IN THIS AIRCRAFT N/A																									
3. NAME OF EMPLOYER Continental Airlines																											
4. Applicant Identification A. NAME (First-Middle-Last) John Leslie Jones B. SOCIAL SECURITY NO. 567-12-4598 C. DATE OF BIRTH 7-2-40 D. HEIGHT 72" E. WEIGHT 180 F. HAIR Blond G. EYES Blue H. SEX M I. NATIONALITY USA J. PLACE OF BIRTH Butte, Montana K. PERMANENT MAILING ADDRESS (include Zip Code) 11 Haymarket Road La Junta, Colorado 35789 TELEPHONE NO.																											
5. Certificates Held by Applicant A. <input type="checkbox"/> Pilot <input type="checkbox"/> Airline Transport <input type="checkbox"/> Commercial B. <input type="checkbox"/> Flight Navigator <input type="checkbox"/> Flight Instructor <input type="checkbox"/> Private C. <input type="checkbox"/> Control Tower Operator <input type="checkbox"/> Flight Engineer D. <input type="checkbox"/> Ground Instructor <input type="checkbox"/> Aircrew Dispatcher <input type="checkbox"/> Mechanic E. <input checked="" type="checkbox"/> Reissuance of Certificate <input type="checkbox"/> Additional Rating F. <input type="checkbox"/> Flight Engineer <input type="checkbox"/> Mechanic																											
6. Applicant's Certification: certify that I meet all pertinent requirements of the Regulations for the certificate or rating applied for _____ /s/ John L. Jones Date																											
7. I consider the above applicant ready to take the test for which he/she is applying: A. <input type="checkbox"/> Oral Test B. <input type="checkbox"/> Flight Test C. <input checked="" type="checkbox"/> Practical Test D. <input type="checkbox"/> Aircraft Dispatcher Only																											
E. Date Instructor's Signature		Instructor's Certificate No. and Expiration Date Grade and Certificate No.																									
8. Evaluation Record																											
Oral Practical Test Aircraft Dispatcher Practical Test Control Tower Operator Simulator Check Aircraft Flight Check		<table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th>Inspector</th> <th>Examiner</th> <th>Signature</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>		Inspector	Examiner	Signature	Date																				
Inspector	Examiner	Signature	Date																								
9. Inspector's Record <input type="checkbox"/> Temporary Airman Certificate issued <input type="checkbox"/> Notice of Disapproval of Application issued <input type="checkbox"/> Examiner's Action Accepted																											
DATE INSPECTOR'S SIGNATURE		DATE FAA OFFICE																									
CP REG. OFFICE COM. ISS. ACT EWP INCL. T. DIS. CLASS. SEX. RATING STATE COUNTY	<input type="checkbox"/> Do Not Micro Special Mailing <input type="checkbox"/> Airmail																										
<input type="checkbox"/> IFO Mailing Correspondence																											

FAA FORM 8400-3 (5-84)

CHAPTER 4. AIRCREW PROGRAM MANAGER PROGRAM

SECTION 1. GENERAL.

201. PURPOSE. This chapter contains instructions and procedures for the selection and supervision of those airmen designated as Aircrew Program Designees (APDs) by the Administrator in accordance with the provisions of Section 314(a), Federal Aviation Act of 1958.

202. OBJECTIVE OF THE FAA AIRCREW PROGRAM MANAGER'S PROGRAM.

- a. To provide convenient, expeditious airman certification testing service to certificated operators.
- b. To ensure the highest level of quality and professionalism in conducting airman certification services.
- c. To provide the FAA with specialized operator and aircraft expertise to facilitate indepth surveillance activities.

203. DISCUSSION. The Aircrew Program Manager Program is designed to provide the FAA with an Aircrew Program Manager (APM) who has specialized expertise to manage a designee program for a specific certificate holder. A certificate holder may not have an Aircrew Program Designee program within his/her company unless there is an APM assigned to manage that program. The APM is an FAA operations inspector who specializes in one or two aircraft for a specific certificate holder. The APM reports to the Principal Operations Inspector (POI) and is responsible for assisting the POI by managing all programs on the aircraft(s) to which they are assigned. This includes all duties from technical evaluations of company procedures and programs to actually conducting flight checks and surveillance. The APMS must become intimately knowledgeable of company policies, procedures, training techniques, etc. in order to assure their ability to professionally manage their assigned aircraft. The certificate holder's designees are called Aircrew Program Designees (APD). The APD is a fully qualified, current pilot Proficiency Check Airman for a company's specific aircraft who has been selected and, before being approved by the assigned POI, has successfully completed all training and qualification requirements contained herein. The APD's authority is limited to conducting certification checks to applicants who have successfully completed the certificate holder's approved ground and flight training programs.

204. ACTION. Field and regional office managers will employ the guidance contained in this chapter for designating and supervising APDs.

205.--240. RESERVED.

SECTION 2. DESIGNATION AND SUPERVISION OF
AIRCREW PROGRAM DESIGNEES (APD)

241. PROFESSIONAL QUALIFICATION OF AIRCREW PROGRAM DESIGNEES.

a. An Aircrew Program Designee must have the following qualifications:

- (1) Be an employee of the certificate holder,
- (2) Possess the appropriate current airman certificate and ratings on the specific aircraft for which authority is being sought, airman for the certificate holder in the aircraft involved, and
- (3) Be qualified and current as a pilot proficiency check possessor above average knowledge, ability, and experience in all aspects of his/her job and who is capable of making and standing by decisions.

b. The professional qualifications of a prospective Aircrew Program Designee will be determined by the POI in coordination with the Aircrew Program Manager.

242. DESIGNATING PROCEDURES. Examiner Designation and Qualification Record, FAA Form 8710-6 (figures 4-1 and 4-2) will be used in the designation of Aircrew Program Designees.

a. District Office Responsibilities.

(1) Aircrew Program Designees will be designated by the assigned POI.

(2) The assigned POI will ensure that any person designated as an Aircrew Program Designee will reflect creditably on the FAA. In addition to the professional qualifications, the prospective designee must meet the following general requirements:

(a) Be an honest, dependable individual and have a good reputation in the industry and his/her community.

(b) Have a good record of compliance with the Federal Aviation Regulations.

(c) Have successfully completed, prior to designation, the certificate holder's approved pilot-in-command ground and flight training, check airman training, and all training required by FAA.

(3) The Aircrew Program Manager will obtain, from the certificate holder, a complete statement of the applicant's professional qualifications on FAA Form 8710-6.

(4) After the POI and Aircrew Program Manager have determined that the professional qualifications of paragraph 242.a. above have been met, the prospective Aircrew Program Designee will be given the indoctrination and training outlined below.

b. Designation Indoctrination and Training.

(1) Except for generalized indoctrination at the FAA Aeronautical Center, indoctrination and training for all Aircrew Program Designees will be supervised by an Aircrew Program Manager who is the assigned program manager for the operator and aircraft involved.

(2) The Aircrew Program Manager will instruct, observe, test, and evaluate to ensure that the prospective designee possesses the:

(a) Knowledge, ability, and skill required for the original issuance of the particular designation.

(b) Knowledge of the mechanics and techniques associated with administering the particular test involved.

(c) Knowledge of responsibilities, authority, limitations, and FAA supervision and of the FAA forms and reports associated with the particular designee function.

(3) In determining the above, the Aircrew Program Manager will observe the prospective designee conduct and will critique at least one complete oral examination and flight check appropriate to the certificate or rating involved. If it is determined that the prospective designee does not satisfy all requirements, he/she will not be designated. The FAA will advise the certificate holder in writing of the reason(s) for not selecting an applicant.

(4) The POI will stress to the prospective designee(s) that in performing the functions of the designee position, he/she will be a representative of and responsible to the FAA. The prospective designee must understand that company policies, economics, union affiliation, and seniority with the certificate holder are not relevant issues when determining the qualifications of an applicant.

(5) In addition to the above, the applicant will be provided training on the following subjects. The training will normally be conducted by the Aircrew Program Manager in the certificate holding office.

(a) FAA organization.

- (b) Field office interface with certificate holder.
- (c) FA Act of 1958.
- (d) Appropriate FARs.
- (e) Appropriate handbooks, advisory circulars, etc.
- (f) Part 121 training program/flight checking requirements.
- (g) Part 61 ATPC certificate requirements.
- (h) ATPC oral test standards and requirements.
- (i) ATPC simulator flight test standards and requirements.
- (j) ATPC airplane flight test standards and requirements.
- (k) Use of:
 - 1 FAA Form 8710-6, Examiner Designation and Qualification Record (figures 4-1 and 4-2).
 - 2 FAA Form 8060-4, Temporary Airman Certificate (figure 4-3).
 - 3 FAA Form 8060-5, Notice of Disapproval of Application (figure 4-4).
 - 4 FAA Form 8410-2, Application for an Airman Certificate and/or Rating (figure 4-5).
- (6) A designee who has recently been successfully participating in one type aircraft and is being upgraded and/or changing assignment to another aircraft in the same group need be given only that part of the training in paragraph (5) above that is applicable to the aircraft type in order to qualify for the new designation.

c. All Aircrew Program Designee numbers will consist of a combination of region and field office identification as illustrated in the following:
CH64ABC2 indicates the second designation issued by FSDO 64, Central Region, to ABC Airlines.

d. Aircrew Program Designee numbers will be issued in numerical sequence by the certificate holding office.

e. Aircrew Program Designee authority will be limited to evaluating applicants for certification who have successfully completed the certificate holder's approved training program for a specific aircraft. For example, any airman completing Eastern Air Lines approved B-727 training program may be permitted to be evaluated by an Eastern Air Lines B-727 designee. Other applicants must be evaluated by designees approved for the operator leasing the simulator or by the FAA, as appropriate.

243. ISSUANCE OF ADDITIONAL DESIGNEE PRIVILEGES. Only one Certificate of Authority, FAA Form 8430-9, will be used or be held by a designee at any one time. Amendments to designations will be processed in the same manner as original designations.

244. RENEWAL REQUIREMENTS AND PROCEDURES, FAA FORM 8710-6.

a. Aircrew program designations may be renewed any time prior to the expiration date.

b. A designee desiring renewal of his/her designation must present the following:

(1) His/her current Certificate of Authority, FAA Form 8430-9.

(2) An acceptable record of designee activity.

(3) Current FAA Form 8710-6.

(4) Evidence of having attended, during the past 12 months, at least one designee safety meeting or briefing conducted by the Aircrew Program Manager (APM). This may be a notation on the back of the Certificate of Authority attesting to the designee's attendance and signed by the APM.

c. Prior to the designee's Certificate of Authority expiration date, the APM will conduct a spot check and evaluation of the designee appropriate to the designation and authority for which renewal is expected. This check and evaluation will consist of observation of one complete oral examination and flight check conducted by the designee.

d. The designating principal operations inspector and responsible APM will determine that the designee's services have been satisfactory.

245. SUPERVISION AND ADMINISTRATIVE CONTROL OF APDS.

- a. The supervision of an APD is the responsibility of the APM. All instructions, manuals, supplies, and correspondence will be delivered through the APM.
- b. The APD will be under the continuing surveillance of the APM who will coach and counsel as necessary. Emphasis should be placed on the APD's general handling of applicants, maintenance of the desired test standards, and correct completion and handling of airman files and required reports.
- c. The APD should be encouraged to contact his/her APM whenever in doubt on any item.
- d. The APM will attend the certificate holder's regular pilot meetings, safety meetings/seminars, etc. and will ensure that routine designee meetings are held each year for the purpose of maintaining close working relationships and a continuing dialog regarding the clarification of any problem areas. Special designee meetings will be held in connection with any change of agency airman certification requirements, policies, or procedures that may affect the particular designee.

- e. APDs and/or the operator will provide the APM, on a regular basis, schedules of proposed activity. This schedule should reflect the designee's proposed activity as far in advance as the capability of the program permits. The APM will provide the operator with the list of certification evaluations which will be conducted by FAA inspectors from the schedule provided. FAA reserves the right to conduct any evaluation it deems necessary.

246. CHANGE OF BASE.

- a. An APD's Certificate of Authority will bear the name of the certificate holding office under which he/she is authorized to serve. APD test files will be accepted only by the certificate holding office listed on the designee's Certificate of Authority.

- b. In the event an APD leaves the employment of the certificate holder or changes base, his/her designation is cancelled.

247. PROCESSING OF FILES SUBMITTED BY AIRCREW PROGRAM DESIGNEES. Designees will expedite the transmittal of airman files. The date indicated by the APM's signature on FAA Form 8410-2 should be that on which the file was reviewed.

248. DESIGNEE'S AUTHORITY AND LIMITATIONS. Specific instructions must be furnished to each APD by the APM.

- a. In addition to the functions authorized the individual through the certificate holder's Check Airman Program, the APD may

be authorized to conduct evaluations of applicants successfully completing the certificate holder's appropriate approved ground and flight training programs for certification and/or type rating purposes.

b. APDs are NOT authorized to conduct written tests.

c. APDs will endorse only those airman certificates which they issue. They will not amend or alter any airman certificate.

d. APDs will not conduct evaluations of applicants to whom they have given instruction.

e. All certification testing conducted by APDs will be limited to the privileges contained in the designee's airman certificate and as further shown on their Certificate of Authority.

f. APDs will be designated on only one aircraft type operated by that certificate holder.

g. Applicants for certificates or ratings involving special medical tests for waiver or any ordered retest for competency will not be handled by APDs. APDs must be instructed and thoroughly understand that all such applicants must be referred to their APM.

h. The APD privileges will be clearly shown on the Certificate of Authority and will be restricted to the particular tests, aircraft type, and certificate holder for which their services are specifically needed and for which they were successfully trained and examined.

249. REQUEST FOR REVIEW OF DESIGNEE DECISIONS. An airman who is not satisfied with an Aircrew Program Designee's decision may apply to an Aircrew Program Manager for retesting. In such cases, the Aircrew Program Manager will decide if retesting is warranted and the extent of such retesting. A new application and test file covering the items retested should be prepared.

250. DESIGNEE'S SUPPLIES AND MATERIALS. The APM will issue the newly designated APD the following items and is responsible for furnishing the APD with current amendments or additional supplies.

a. A copy of this handbook to be used as a ready reference and guide for APDs.

b. A copy of Order 8430.6C.

c. A supply of appropriate application forms, FAA Form 8710-6.

d. A book of Temporary Airman Certificates, FAA Form 8060-4.

e. A supply of Notice of Disapproval of Application, FAA Form 8060-5.

f. A supply of Airman Certification Logs, FAA Form 8000-29 (figure 4-9).

g. A copy of pertinent FARs, if not issued by the company.

251. DURATION OF AIRCREW PROGRAM DESIGNEE DESIGNATIONS. APD designations may be authorized for no more than one year from the date of issue and may be renewed.

252. CANCELLATION OF DESIGNATION. The cancellation of an APD designation may be based on any of the following:

a. Termination of the certificate holding office's need for the designee's service.

b. Change in the APD program policy of the region.

c. Change in crewmember assignment, type aircraft, or position with the company.

d. Voluntary surrender of the designation by the APD with a written request that it be cancelled.

e. Expiration of an examiner designation without renewal action.

f. Evidence of malpractice or fraudulent use of the designation or any action on the part of the APD reflecting discredit upon the agency.

g. Continued unsatisfactory performance in any phase of the designee's duties or responsibilities, including inability to accept or carry out field office instructions.

h. Subsequent evidence indicating that the general or professional qualifications were, in fact, not met for the original designation.

253.-270. RESERVED.

FIGURE 4-1. SAMPLE FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD (FRONT)

Form Approved
OMB NR 2120-0033

 U.S. Department of Transportation Federal Aviation Administration		EXAMINER DESIGNATION AND QUALIFICATION RECORD			
		PRIVATE PILOT <input type="checkbox"/> COMMERCIAL PILOT EXAMINER <input checked="" type="checkbox"/> AIRLINE TRANSPORT PILOT EXAMINER <input type="checkbox"/> PROFICIENCY PILOT EXAMINER <input type="checkbox"/> FLIGHT ENGINEER EXAMINER <input type="checkbox"/> FLIGHT INSTRUCTOR EXAMINER <input type="checkbox"/> OTHER			
1. NAME (Last, first, middle) Kennedy, Alfred T.		Telephone No. (816) 529-2331			
2. ADDRESS (Number, street, city, state, and ZIP code) RFD #2 Kansas City, Missouri 64123		3. DATE OF BIRTH (Month, day, and year) 7-2-39		4. U.S. CITIZEN <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	
5. DO YOU NOW HOLD, OR HAVE YOU EVER HELD, AN EXAMINER DESIGNATION <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		TYPE AND NUMBER			
6. HAS ANY CERTIFICATE OR RATING ISSUED YOU EVER BEEN SUSPENDED OR REVOKED OR HAVE YOU PAID A CIVIL PENALTY AS A RESULT OF A VIOLATION OF THE FEDERAL AVIATION REGULATIONS. (Complete for original designations only)					
YES <input type="checkbox"/>		NO <input checked="" type="checkbox"/>			
7. CERTIFICATES HELD					
TYPE Airline Transport Pilot Flight Engineer	CERTIFICATE NO. 411875 568783	RATINGS B-707, 727, 737 DC-6, 7, 9 F-27 Turbojet Powered	DATE ISSUED 7-21-65 12-21-66		
8. FLIGHT EXPERIENCE (in hours)					
	AIRPLANE		ROTORCRAFT		GLIDERS
	TOTAL	LAST 12 MOS	TOTAL	LAST 12 MOS	TOTAL
PILOT-IN-COMMAND	9,535	730	--	--	--
FLIGHT INSTRUCTION GIVEN	2,890	--	--	--	--
COPILOT	2,900	0	--	--	2,300
FLIGHT NAVIGATOR	--	--	--	--	--
FLIGHT ENGINEER	3,350	--	--	--	--
9. EMPLOYMENT (Indicate professional experience pertinent to this designation)					
EMPLOYER'S NAME	NATURE OF WORK		DATES		TITLE OF POSITION
ABC Airlines, Inc.	Air Crew Member (Flight Engineer and Pilot)		3-1-67 to present		Crew Captain
10. SPECIAL TRAINING PERTINENT TO THE DESIGNATION					
ABC Airlines Flight Engineer Instructor School - 11-2-75 to 7-12-76 ABC Airlines Check Captain's School - 3-12-80 to present					
CERTIFICATION: I certify that I am familiar with the requirements for this designation, its privileges and limitations, and that the information stated herein is true. It is understood that this designation may be terminated upon notice by the FAA for the reasons specified in section 183.15(c) of the Federal Aviation Regulations.					
DATE	SIGNATURE				
5-1-84	/s/ Alfred T. Kennedy				

11/30/84

8410.1A

FIGURE 4-2. SAMPLE FAA FORM 8710-6, EXAMINER DESIGNATION AND QUALIFICATION RECORD (BACK)

FOR FAA USE									
TYPE OF ACTION		FLIGHT TEST ACTIVITIES-GENERAL AVIATION <i>(Complete for renewals and additional designations)</i>						DATE LAST REPORT SUBMITTED	
X	ORIGINAL ISSUANCE	CERTIFICATES/RATINGS		TOTAL	DISAPPROVED	ACCEPTED	RECHECKED	NO. RE-TURNED FOR CORRECTION	
		PRIVATE PILOT	COMMERCIAL PILOT	SUBMITTED	BY EXAMINER	BY INSPECTOR	BY INSPECTOR		
	RENEWAL								
	ADDITIONAL AUTHORITY								
	SPOT CHECK ONLY - NO RENEWAL EFFECTED								
	REINSTATEMENT								
	CHARACTER AND REPUTATION <i>(Include industry and community reputation as well as personal knowledge possessed by FAA personnel)</i>	<p>Alfred Kennedy is a leader in the pilot community. He is active in private aviation as well as air carrier work. Professionalism is uppermost in all his aviation pursuits.</p>							
	PROFESSIONAL ABILITY <i>(Brief narrative description of examiner indoctrination and training given and results expressed as "good", "excellent", or "unsatisfactory.")</i>	<p>Mr. Kennedy received excellent ratings in all phases of his examiner indoctrination and training. Previous experience as a flight engineer examiner is apparent.</p>							
INSPECTOR'S RECOMMENDATION/ACTION									
JUSTIFICATION FOR APPROVAL/REASONS FOR DISAPPROVAL								X	APPROVE
									DISAPPROVE
<p>The individual named has been flight tested/examined and deemed competent to perform the duties of the designation indicated below.</p>									
DESIGNATION		CATEGORY		ADDITIONAL QUALIFICATIONS LIMITATIONS <i>(For pilot/flight engineer examiner give aircraft category)</i>					
	PRIVATE PILOT			B-727					
X	COMMERCIAL PILOT EXAMINER	X	AIRPLANE						
	AIRLINE TRANSPORT PILOT EXAMINER		ROTCRAFT						
	PROFICIENCY PILOT EXAMINER		GLIDER						
	FLIGHT ENGINEER EXAMINER								
	FLIGHT INSTRUCTOR EXAMINER								
	OTHER								
DATE		OFFICE NO.		INSPECTOR'S SIGNATURE					
5-7-84		ACF-ACDO-32		/s/ Alex Q. Smith, POI ABC Airlines					
REGIONAL OFFICE ACTION									
X	CONCUR	DATE		SIGNATURE					
	DISAPPROVE	5-7-84		/s/ Ella M. Couch, Manager, Operations Branch					
TYPE OF DESIGNATION				NO.		DO TO SERVE UNDER		EXPIRATION DATE	
Aircrew Program Designee				CB64ABC2				5-7-85	

FIGURE 4-3. SAMPLE FAA FORM 8060-4, TEMPORARY AIRMAN CERTIFICATE

I. UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION - FEDERAL AVIATION ADMINISTRATION						III. CERTIFICATE NO. Pending	
II. TEMPORARY AIRMAN CERTIFICATE							
THIS CERTIFICATE THAT							
iv. Thomas G. Duboe				v. 3042 Billings Highway Landry, Missouri 58111			
DATE OF BIRTH	HEIGHT	WEIGHT	HAIR	EYES	SEX	NATIONALITY	VI.
8-22-41	73 IN.	185	Brown	Brown	M	USA	
IX. <i>has been found to be properly qualified and is hereby authorized in accordance with the conditions of issuance on the reverse of this certificate to exercise the privileges of</i>							
Airline Transport Pilot							
RATINGS AND LIMITATIONS							
xii. Airplane Multiengine Land: B-727, B-747, B-757/767 Commercial Privileges: Airplane Single Engine Land: DC-3							
xiii.							
THIS IS <input type="checkbox"/> AN ORIGINAL ISSUANCE <input checked="" type="checkbox"/> A REISSUANCE OF THIS GRADE OF CERTIFICATE		BY DIRECTION OF THE ADMINISTRATOR		DATE OF SUPERSEDED AIRMAN CERTIFICATE			
		X. DATE OF ISSUANCE		X. SIGNATURE OF EXAMINER OR INSPECTOR		EXAMINER'S DESIGNATION NO. OR INSPECTOR'S REG. NO.	
		6-29-84		/s/ A. T. Kennedy		CE64ABC2	
						DATE DESIGNATION EXPIRES	
						5-7-85	

FIGURE 4-4. SAMPLE FAA FORM 8060-5, NOTICE OF DISAPPROVAL OF APPLICATION

UNITED STATES OF AMERICA DEPARTMENT OF TRANSPORTATION-FEDERAL AVIATION ADMINISTRATION				NOTE			
NOTICE OF DISAPPROVAL OF APPLICATION				PRESENT THIS FORM UPON APPLICATION FOR REEXAMINATION			
NAME AND ADDRESS OF APPLICANT Carl T. Hinneman 7050 Carlsbad Avenue Roswell, New Mexico 88201				CERTIFICATE OR RATING SOUGHT ATPC			
On the date shown, you failed the examination indicated below:							
<input checked="" type="checkbox"/> FLIGHT				<input type="checkbox"/> PRACTICAL			
AIRCRAFT USED (<i>Make and Model</i>) B-727 Simulator				FLT. TIME RECORDED IN LOGBOOK PILOT-IN-COMM. OR SOLD		INSTRUMENT DUAL	
				5125:00		2562:00 135:00	
UPON REAPPLICATION YOU WILL BE REEXAMINED ON THE FOLLOWING:							
Item 8. Takeoff with powerplant failure. Item 24. Landings with powerplant failure. Recommend five T/Os and landings with emphasis on engine failure procedures.							
I have personally tested this applicant and deem his performance unsatisfactory for the issuance of the certificate or rating sought.							
DATE OF EXAMINATION		SIGNATURE OF EXAMINER OR INSPECTOR			DESIGNATION OR OFFICE NO.		
7-9-84		/s/ A. T. Kennedy			CE64ABC2		

FAA Form 8060-5 (9-80)

FIGURE 4-6. SAMPLE FAA FORM 8410-2, AIRMAN CERTIFICATION AND/OR
RATING APPLICATION (BACK)

GRADING LEGEND (All applicable items must be graded S, U or W)		W-WAIVED	
S-SATISFACTORY		U-UNSATISFACTORY	
FLIGHT MANEUVERS			
	PREFLIGHT	INSPECTOR/EXAMINER	
		AIRCRAFT	SIMULATOR
1.	EQUIPMENT EXAMINATION (owl)	S	
2.	*PREFLIGHT INSPECTION	S	
3.	TAXIING	S	
4.	POWERPLANT CHECKS	S	
	TAKEOFFS		
5.	NORMAL	S	
6.	INSTRUMENT	S	
7.	CROSSWIND	N/A	
8.	WITH SIMULATED POWERPLANT FAILURE	S	
9.	*REJECTED TAKEOFF	S	
	INSTRUMENT PROCEDURES		
10.	*AREA DEPARTURE	S	
11.	*HOLDING	S	
12.	*AREA ARRIVAL	S	
13.	ILS APPROACHES	S	
14.	OTHER INSTRUMENT APPROACHES	S	
15.	CIRCLING APPROACHES	S	
16.	MISSED APPROACHES	S	
	INFLIGHT MANEUVERS		
17.	*STEEP TURNS	S	
18.	*APPROACHES TO STALLS	S	
19.	*SPECIFIC FLIGHT CHARACTERISTICS	S	
20.	POWERPLANT FAILURE	S	
	LANDINGS		
21.	NORMAL	S	
22.	FROM ANILS	S	
23.	CROSSWIND	N/A	
24.	WITH SIMULATED POWERPLANT(S) FAILURE	S	
25.	REJECTED LANDING	S	
26.	NO FLAP APPROACH	S	
27.	FROM CIRCLING APPROACH	S	
28.	ACCURACY APPROACHES AND SPOT LANDINGS (Single powerplant rating only)	N/A	
29.	HOVERING MANEUVERS	N/A	
30.	RAPID DECELERATIONS (Quick stops)	N/A	
31.	AUTOROTATIONS (Single engine helo, only)	N/A	
32.	NORMAL AND ABNORMAL PROCEDURES	S	
33.	EMERGENCY PROCEDURES	S	
34.	JUDGEMENT	S	
Items that may be waived are indicated by an asterisk (*). For further information see appendix A, FAR 61.			
REMARKS		FLIGHT MANEUVERS	
<p>Indicate in the "Remarks" section if the entire flight check is completed in an advanced simulator; i.e., "Rating check completed in Phase II simulator."</p> <p>The flight maneuvers section of the ATP application is the cause for many ATP files to be returned to the FAA district office. If not returned, the processing of the file is at least delayed.</p> <p>There are 34 items listed under FLIGHT MANEUVERS. None of these items will be left blank. Use one of the following grading legends. "S" - Satisfactory; "U" - Unsatisfactory; "W" - Waived; or "N/A" - Not applicable.</p> <p>Many files are returned because one or more flight maneuvers are left blank. You may find it necessary to explain some of the "N/A" items under remarks. For example: "Items 7 and 23 do not apply because the winds were light and straight down the runway."</p>			

FIGURE 4-7. SAMPLE FAA FORM 8000-5, CERTIFICATE OF DESIGNATION



Reposing special trust and confidence in the integrity, diligence, and discretion of

ALFRED T. KENNEDY

who has been found to have the necessary knowledge, skill, experience, interest, and impartial judgment to merit special public responsibility, I hereby designate as

AIRCREW PROGRAM DESIGNEE

ABC AIRLINES, INC. B-727

with authorization to act in accordance with the regulations and procedures prescribed by the Federal Aviation Administration relating to this designation.

Issued at Kansas City, Missouri

By Direction of the Administrator

Dated May 7, 1984

/s/ Alex O. Smith

Certificate No. CE64ABC2

Principal Operations Inspector
ABC Airlines

FIGURE 4-8. SAMPLE FAA FORM 8430-9, CERTIFICATE OF AUTHORITY

(FRONT)

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION CERTIFICATE OF AUTHORITY		DESIGNATION NO. CE64ABC2
NAME Alfred T. Kennedy	DESIGNATION EXPIRES 5-7-85	
Is authorized to act in the capacity of a Aircrew Program Designee--B-727 AT FIXED BASE OF OPERATION Kansas City, Missouri		
for the Administrator		
_____ DESIGNEE'S SIGNATURE		
5-7-84 (DATE)	/s/ Alex O. Smith (POI) (SIGNATURE)	
FAA FORM 8430-9 (1-70) FORMERLY FAA FORM 1302		

(BACK)

The bearer has received all pertinent instructions and is authorized to act in the capacity set forth on this Certificate of Authority while under the supervision of the following district office or offices:

Office	Date	Inspector's signature
ACE-FSDO-64	6-7-84	/s/ John B. Law (APM)
Safety Meeting at FSDO	7-18-84	/s/ John B. Law (APM)

GPO : 1976-O-317-023

FIGURE 4-9. SAMPLE FAA FORM 8000-29, AIRMAN CERTIFICATION LOG

	APPLICANT'S NAME	EXAMINATION		TYPE OF AIRCRAFT	INSPECTOR OR EXAMINER	RESULTS		DATE FORWARDED
		KIND	DATE GIVEN			SAT.	UNSAT.	
1	Thomas G. Duboe	Oral (ATPC)	6-3-84	B-727	A. T. Kennedy	X		6-6-84
2	" " "	Flight (ATPC)	6-29-84	" "	" " "	X		7-2-84
3	Carl T. Hinneman	Sim (ATPC)	7-9-84	" "	" " "		X	7-9-84
4								
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11/30/84

8410.1A
Appendix 1

APPENDIX 1. AVAILABILITY OF FORMS

<u>FORM NUMBER</u>	<u>TITLE</u>	<u>NSN</u>	<u>U/I</u>
FAA Form 8000-5	Certificate of Designation	0052-00-055-0501	SH
FAA Form 8000-29	Airman Certification Log	0052-00-611-9001	SH
FAA Form 8060-4	Temporary Airman Certificate	0052-00-049-5001	EA
FAA Form 8060-5	Notice of Disapproval of Application	0052-00-035-5002	BK
FAA Form 8410-2	Airman Certificate and/or Rating Application	0052-00-026-1002	SH
FAA Form 8430-9	Certificate of Authority	0052-00-041-8001	PD
FAA Form 8710-6	Examiner Designation and Qualification Form	0052-00-036-7002	SH

