Appendix 1 - CFI's Flight Review Checklist

Step 1: Pre-Flight Review Actions

__Scheduling
__Pilot's Aeronautical History
__Part 91 Review Assignment
__Cross-Country Flight Plan Assignment

Step 2: Ground Discussion

__Regulatory Review
__Cross-Country Flight Plan Review
__Risk Management & Personal Minimums

Step 3: Conducting the Flight

__Physical Airplane (basic skills)
__Mental Airplane (systems knowledge)
__Aeronautical Decision-Making

Step 4: Postflight Discussion

__Replay, Reflect, Reconstruct, Redirect
__Questions

Step 5: Aeronautical Health Maintenance & Improvement Plan

__Personal Minimums Checklist
__Personal Proficiency Practice Plan
__Training Plan (if desired)
__Resources List

[back]

Appendix 2 - Pilot's Aeronautical History for Flight Review

Pilot's Name:_____ CFI:_____
Address:_____
Phone(s):_____ e-mail:_____

Type of Pilot Certificate(s):
Private_____ Commercial_____ ATP_____Flight Instructor_____

Rating(s):
Instrument_____ Multiengine _____

Experience (Pilot):
Total time_____ Last 6 months_____ Avg hours/month_____

Time logged since last flight review_____ Since last IPC_____

Experience (Aircraft):
Aircraft type(s) you fly_____
_____

Aircraft used most often_____

For this aircraft:
Total time_____ Last 6 months_____ Avg hours/month_____

Experience (Flight environment):

Since your last flight review, approximately how many hours have you logged in:

Day VFR_____ Day IFR_____ IMC_____
Night VFR_____ Night IFR_____

Mountainous terrain_____ Overwater flying_____

Airport with control tower_____ Airport w/o control tower_____

Type of Flying (External factors):

What percentage of your flying is for:
Pleasure_____ Business_____Local_____ XC_____

Personal Skills Assessment:
What are your strengths as a pilot?_____
What do you most want to practice/improve?_____
What are your aviation goals?_____ [back]

Appendix 3 - Regulatory Review Guide

Pilot

Experience:
Recent flight experience (61.57)

Responsibility:
Authority (91.3)
ATC Instructions (91.123)
Preflight action (91.103)
Safety belts (91.107)
Flight crew at station (91.105)

Cautions:
Careless or reckless operation (91.13)
Dropping objects (91.15)
Alcohol or drugs (91.17
Supplemental oxygen (91.211)
Fitness for flight (AIM Chapter 8, Section 1)

Aircraft

Airworthiness:
Basic (91.7)
Flight manual, markings, placards (91.9)
Certifications required (91.203)
Instrument & equipment requirements (91.205)
-ELT (91.207)
-Position lights (91.209)
-Transponder requirements (91.215)
-Inoperative instruments and equipment (91.213)

Maintenance:
Responsibility (91.403)
Maintenance required (91.405)
Maintenance records (91.417)
Operation after maintenance (91.407)
Inspections:
Annual, Airworthiness Directives, 100-Hour (91.409)
Altimeter & Pitot Static System (91.411)
VOR check (91.171)
Transponder (91.413) & ELT (91.207)

enVironment

Airports
Markings (AIM Chapter 2, Section 3)
Operations (AIM 4-3; 91.126, 91.125)
Traffic Patterns (91.126

Airspace
Altimeter Settings (91.121; AIM 7-2)
Minimum Safe Altitudes (91.119, 91.177)
Cruising Altitudes (91.159, 91.179; AIM 3-1-5)
Speed Limits (91.117)
Right of Way (91.113)
Formation (91.111)
Types of Airspace (AIM 3)
-Controlled Airspace (AIM 3-2; 91.135, 91.131, 91.130, 91.129)
-Class G Airspace (AIM 3-3)
-Special Use (AIM 3-4; 91.133, 91.137, 91.141. 91.143, 91.145)
Emergency Air Traffic Rules (91.139; AIM 5-6)

Air Traffic Control & Procedures
Services (4-1)
Radio Communications (4-2 & Pilot/Controller Glossary)
Clearances (4-4)
Procedures (AIM 5)

Weather
Meteorology (AIM 7-1)
Wake Turbulence (AIM 7-3)

External Pressures

Personal Minimums Checklist [back]

Appendix 4 - Pilot's Cross-Country Checklist

PILOT

__Review Personal Minimums Checklist
- __Recency (time/practice in last 30 days)
- __Currency (takeoffs & landings, IFR currency if applicable)
- __Terrain & airspace (familiarity?)
- __Health & well-being

AIRCRAFT

__Overall mechanical condition
__Avionics & systems
__Performance calculations
__Fuel requirements
__Other equipment

ENVIRONMENT

__Weather Reports & Forecasts
- __Departure/En route/Destination
- __Severe weather forecasts?
- __Weather stability?
- __Alternate required?

__Night
- __Flashlights available
- __Terrain avoidance plan

__Airspace
- __TFRs or other restrictions
- __COM/NAV equipment requirements
- __Cruising altitude(s)

__Terrain
- __VFR & IFR charts with MSA / MEA altitudes
- __AOPA/ASI Terrain Avoidance Planning

__Airports
- __COM/NAV requirements & frequencies
- __Runway lengths
- __Services available

EXTERNAL PRESSURES

__Family expectations?
__Passenger needs / expectations?
__Weather worries?
__Prepared for diversion (money, accommodations)?
__Time pressures (e.g., "must be at work" issues)? [back]

Appendix 5 - Three-P Risk Management Process

Good aeronautical decision-making includes risk management, a process that systematically identifies hazards, assesses the degree of risk, and determines the best course of action. There are many models for risk management, including charts that generate a numerical "score." Although these tools can be useful, numbers-based tools suggest a level of precision that may be misleading.

An alternative method is the Perceive – Process – Perform risk management and aeronautical decision-making model developed by the FAA Aviation Safety Program. There are three basic steps in this model:

PERCEIVE hazards
PROCESS to evaluate level of risk
PERFORM risk management

PERCEIVE: The goal is to identify hazards, which are events, objects, or circumstances that could contribute to an undesired event. You need to consider hazards associated with:

Pilot
Aircraft
en**V**ironment
External Pressures.

PROCESS: Ask questions to determine what can hurt you. In short, why do you have to **CARE** about these hazards?

What are the **C**onsequences?
What are the **A**lternatives available to me?
What is the **R**eality of the situation facing me?
What kind of **E**xternal pressures may affect my thinking?

PERFORM: Change the situation in your favor. Your objective is to make sure the hazard does not hurt **ME** or my loved ones, so work to either

Mitigate the risk involved, or
Eliminate the risk involved. [back]

Appendix 6 - General Aviation Security

The Transportation Security Administration (TSA) has partnered with the Aircraft Owners and Pilots Association (AOPA) to develop a nationwide Airport Watch Program that uses the more than 650,000 pilots as eyes and ears for observing and reporting suspicious activity. This partnership helps general aviation keep our airports secure without needless and expensive security requirements. AOPA Airport Watch is supported by a centralized government provided toll free hotline (1-866-GA-SECURE) and system for reporting and acting on information provided by general aviation pilots. The Airport Watch Program includes warning signs for airports, informational literature, and training videotape to educate pilots and airport employees as to how security of their airports and aircraft can be enhanced.

Here's what to look for:

1. Pilots who appear under the control of someone else.
2. Anyone trying to access an aircraft through force — without keys, using a crowbar or screwdriver.
3. Anyone who seems unfamiliar with aviation procedures trying to check out an airplane.
4. Anyone who misuses aviation lingo — or seems too eager to use all the lingo
5. People or groups who seem determined to keep to themselves.
6. Any members of your airport neighborhood who work to avoid contact with you or other airport tenants.
7. Anyone who appears to be just loitering, with no specific reason for being there.
8. Any out-of-the-ordinary videotaping of aircraft or hangars.
9. Aircraft with unusual or obviously unauthorized modifications.
10. Dangerous cargo or loads — explosives, chemicals, openly displayed weapons — being loaded into an airplane.
11. Anything that strikes you as wrong — listen to your gut instinct, and then follow through.
12. Pay special attention to height, weight, and the individual's clothing or other identifiable traits.

Use common sense. Not all these items indicate terrorist activity.

When in doubt, check it out! Check with airport staff or call the National Response Center 1-866-GA-SECURE! [back]

Appendix 7 - Personal Minimums – Decision Making in Advance

One of the most useful things a pilot can do in aviation safety risk management is to develop and write down personal minimums. In formal terms, personal minimums are an individual pilot's set of procedures, rules, criteria, and guidelines for deciding whether, and under what conditions, to operate (or continue operating). While accurate, the formal definition does not really convey one of the core concepts: personal minimums as a "safety buffer" between the demands of the situation and the extent of both pilot skills and airplane performance.

Think of personal minimums as the human factors equivalent of reserve fuel. When the pilot plans a flight, the regulations require calculating fuel use in a way that leaves a specified amount of fuel in the tanks upon landing. Reserve fuel is intended to provide a safety buffer between fuel *required* for normal flight and fuel *available* to avoid total quiet in the engine compartment.

In the same way, a pilot should establish written personal minimums to provide a solid safety buffer between the skills and aircraft performance *required* for a specific flight, and the skills and aircraft performance *available*.

Does your pilot have written personal minimums? If not, one of the most helpful things you can do is to encourage him or her to invest the time in developing them. For one approach to this process, you can point your pilot to the "Getting the Maximum from Personal Minimums" article from the May/June 2006 of *FAA Aviation News* (http://www.faa.gov/news/safety_briefing/2006/media/mayjun2006.pdf). The article provides a step-by-step approach and worksheets the pilot can use for this process.

If the pilot does have written personal minimums, you might ask whether the document is up-to-date. Personal minimums are very dynamic, because proficiency levels change (for better and for worse) in accordance with practice.

Once personal minimums have been established and updated, a right seat passenger can contribute to good risk management by asking the pilot to demonstrate that the proposed flight is consistent with those pre-established decisions. In addition to increasing the passenger's level of comfort and confidence, this approach makes it easier for the pilot to make "disappointing" decisions when circumstances so require. [back]

Appendix 8 - Personal Proficiency Practice Plan

Pilot's Name:_____
CFI:_____
Date:_____
Review Date:_____

VFR Flight Profile – Every 4-6 Weeks:

Preflight (include 3-P Risk Management Process)

Normal taxi, takeoff, departure to practice area.

CHAPS (before each maneuver):
- **C**lear the area
- **H**eading established & noted
- **A**ltitude established (at least 3,000 AGL)
- **P**osition near a suitable emergency landing area
- **S**et power and aircraft configuration

Steep turns (both directions), maintaining altitude w/i 100' and airspeed w/i 10 knots.

Power-off stalls (approach to landing) & recovery.

Power-on stalls (takeoff/departure) & recovery.

Ground reference maneuvers.

Pattern practice:
- Normal landing (full flaps)
- Short-field takeoff and landing over a 50' obstacle
- Soft-field takeoff and landing

Secure the aircraft.

Review your performance.

Schedule next proficiency flight.
[back]

Appendix 9 - Personal Aeronautical Goals

Pilot's Name:_____ CFI:_____
Date:_____ Review Date:_____

Training Goals

_____ Certificate Level (Private, Commercial, ATP)
_____ Ratings (Instrument, AMEL, ASES, AMES, etc)
_____ Endorsements (high performance, complex, tailwheel, high altitude)
_____ Phase in Pilot Proficiency (WINGS) Program
_____ Instructor Qualifications (CFI, CFI-I, MEI, AGI, IGI)
Other: _____
_____

Proficiency Goals

_____ Lower personal minimums to
_____ Ceiling
_____ Visibility
_____ Winds
_____ Precision Approach Minimums
_____ Non-Precision Approach Minimums

_____ Fly at least:
_____ Times per month
_____ Hours per month
_____ Hours per year
_____ XC flights per year
_____ Night hours per month

_____ Make a XC trip to:
_____
Other: _____
_____

Aeronautical Training Plan

_____
_____
_____
_____
_____[back]

Appendix 10 - Resources

Airman Certification Standards
http://www.faa.gov/training_testing/testing/

Airman Testing Standards & Training
http://www.faa.gov/training_testing/testing/

Currency and Additional Qualification Requirements for Certificated Pilots (AC 61-98B)
www.faa.gov/documentLibrary/media/Advisory_Circular/AC%2061-98B.pdf

Instrument Proficiency Check Guidance
http://www.faa.gov/pilots/training/media/IPC_Guidance.pdf

Best Practices for Mentoring in Flight Instruction
http://www.faa.gov/training_testing/training/media/mentoring_best_practices.pdf

FAA Safety Briefing
https://www.faa.gov/news/safety_briefing/

- Airspace and ATC – Jan/Feb 2015
- Weather Forces, Sources, and Resources – Mar/Apr 2015
- New Technology in Aviation – Jan/Feb 2014
- Getting Back in the Game – MarApr 2014
- Flying Companion's Guide to GA – JulAug 2014

FAA Safety Team (FAASTeam)
www.faasafety.gov

Security for GA
www.tsa.gov

Security for GA (AOPA Airport Watch)
www.aopa.org

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