**CAP PILOT FLIGHT EVALUATION – HOT AIR BALLOON**

- **Type of Flight Evaluation:** Hot Air Balloon
- **Annual or Abbreviated:** Annual

### Additional Cap Endorsements

<table>
<thead>
<tr>
<th>Cadet Orientation</th>
<th>Instructor</th>
<th>Check Pilot</th>
</tr>
</thead>
</table>

#### I. ORAL DISCUSSION

- A. Review CAPR 70-1 & Supplements...
- B. Review CAPF 9 Requirements...
- C. Local Procedures...

#### II. PRE-FLIGHT PREPARATION

- A. Certificates & Documents...
- B. Obtaining Weather Information...
- C. Flight Instruments and Systems...
- D. Determine Performance & Limitations...
- E. Flight Prep and Planning/Airspace...
- F. Equip. Airworthiness & Familiarization...
- G. Aeromedical Factors...

#### III. GROUND OPERATIONS

- A. Launch Site Selection...
- B. Crew Briefing and Preparation...
- C. Layout and Assembly...
- D. Preflight Inspection...
- E. Inflation...
- F. Basket/Gondola Management...
- G. Pre-Launch Check List...
- H. Takeoff Briefing...

#### IV. TAKEOFFS AND LANDINGS

- A. Normal Launch...
- B. Launch Over Obstacle...
- C. Approach to Landing...
- D. Normal Landing...
- E. High Wind Landings...

#### V. IN-FLIGHT MANEUVERS

- A. Ascents...
- B. Level Flight...
- C. Descents...
- D. Contour Flight...
- E. Obstruction Avoidance/Clearance...
- F. Tethering...
- G. Winter Flight...
- H. Mountains...

#### VI. NAVIGATION

- A. Use of Ground References...
- B. Use of Altitude For Direction Change...

#### VII. SAFETY AWARENESS

- A. Fuel Management...
- B. Situational Awareness...
- C. Equipment Failure & Emergency Procedures...
- D. False Lift & Thermals...
- E. Water Landing...
- F. High Tension Electrical...

#### VIII. POST-FLIGHT

- A. Recovery...
- B. Deflation and Packing...
- C. Refueling...
- D. Landowner/Community Relations...

#### IX. OTHER ENDORSEMENTS

- A. Knowledge of CAPP 52-7 (orientation pilot)...
- B. Demonstrate ground instruction (instructor)...
- C. Demo teaching maneuvers in flight (instructor)...
- D. How to conduct a CAPF 5 (check pilot)...

### Review of Certificates and Documents (verified by check pilot)

<table>
<thead>
<tr>
<th>FAA Pilot Cert Type / Number</th>
<th>Medical Class / Issue Date</th>
<th>Flight Review Date</th>
</tr>
</thead>
</table>

I certify that I have read and understand all applicable FAA, CAP, and state regulations pertaining to flying subject aircraft. I acknowledge any restrictions or training requirements stated on this form. I also understand that maintaining currency, recurring requirements, and compliance with applicable directives is my personal responsibility.

<table>
<thead>
<tr>
<th>Date</th>
<th>Member’s Name &amp; Grade (Print or Type)</th>
<th>Member’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

I certify that I have administered a CAP flight evaluation as indicated and that the above named CAP member has demonstrated the proficiency required to fly the indicated aircraft. The member has also successfully completed the following makes and models of aircraft questionnaire:

<table>
<thead>
<tr>
<th>Date</th>
<th>Evaluator’s Name &amp; Grade (Print or Type)</th>
<th>Evaluator’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CAP check pilot approval (if a non-CAP check pilot evaluated the flight)

<table>
<thead>
<tr>
<th>Date</th>
<th>Evaluator’s Name &amp; Grade (Print or Type)</th>
<th>Evaluator’s Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
INSTRUCTIONS FOR CAP PILOT FLIGHT EVALUATIONS – HOT AIR BALLOON

These instructions specify how to conduct a CAP Pilot Flight Evaluation (CAPF 5) in accordance with this regulation. The CAP Check Pilot evaluates the CAP member on:

- Ability to satisfactorily perform the tasks assigned;
- Knowledge of procedures; and
- Smoothness, judgment and mastery of the aircraft.

Acceptable performance standards are contained in the current FAA Practical Test Standards (PTS) book for the certificate being exercised. Instructor pilots will be expected to meet the standards outlined in the appropriate FAA Flight Instructor PTS.

The CAP Check Pilot must complete all items appropriate to the evaluation, indicating S (Satisfactory), U (Unsatisfactory) or V (Verbally evaluated). If a CAP member can satisfactorily perform the more complex maneuvers, the Check Pilot has the discretion to not require performance of less complex maneuvers. Items or maneuvers not performed or applicable to evaluation (such as powered maneuvers for gliders) should be marked as NP (Not Performed).

Failure to meet the standards of performance for any task performed will result in an unsatisfactory evaluation. In the case of an unsatisfactory CAP Pilot Flight Evaluation, the Check Pilot must inform the applicant of the specific unsatisfactory item(s), note them on CAPF 5B, and follow the guidance/procedures of Section 7.4 of this document.

Instructions for specific parts of the CAPF 5B are as follows:

I. Oral Discussion & II. Preflight Preparation – May be completed separately within a 30-day period before the flight evaluation.

IX. Orientation Pilot - Review and discuss the orientation flight activities with the pilot before the flight. Select maneuvers for the pilot to demonstrate in-flight. Ensure applicable CAPR 70-1/CAPP 52-7 restrictions are known by the pilot.

IX. Other Endorsements: Instructor & Check Pilots – On each annual CAPF 5B, instructors and check pilots will be given a topic/maneuver by their check pilot on which to make a ground instruction demonstration to FAA PTS standards. This same maneuver may be demonstrated in the air during the flight portion of the flight evaluation. Orientation Pilot – Review and discuss the standards for cadet flights before the flight. Ensure applicable CAPR 70-1/CAPP 52-7 restrictions are known by the pilot.

Review of Certificates and Documents – The check pilot must verify each item in this section.

Signatures – The CAPF 5B is not complete unless signed by the applicant and evaluator (if the evaluator is a non-CAP check pilot, a CAP check pilot must also sign to indicate the CAP specific items have been covered). Check pilot will not sign the CAPF 5B if a failure and instead enter the word “UNSATISFACTORY” in place of the Evaluator’s Signature.

Following an “Unsatisfactory Pilot Flight Evaluation”, the applicant shall be informed as to the specific unsatisfactory items. These items will be noted on the CAPF 5B. The check pilot shall return all documents to the applicant, and notify the respective wing DOV and the appropriate wing commander of the failure. The applicant shall arrange a re-evaluation with the same check pilot or one designated by the wing DOV. Check pilots must report all failures to the member’s unit commander.

CAP PILOT FLIGHT EVALUATION PROCEDURE

The applicant for a CAPF 5B Pilot Flight Evaluation should bring the following materials for review by the CAP Check Pilot:

1. Pilot Log Book(s) showing evidence of flight review.
2. FAA certificate(s).
4. Blank CAPF 5B (instruction page is optional).
5. Completed aircraft questionnaire (CAPF 5B) for the make and model of CAP aircraft in which the member is being evaluated.
6. Online CAPR 70-1, CAPF 5 Annual Examination and Supplemental Balloon Exam results.

The CAP Check Pilot must review and grade all materials and conduct the CAP Pilot Flight Evaluation. Following the evaluation, the applicant must upload the CAPF 5 document as applicable and enter the required information into the CAP Ops Quals system for validation.