

CAP STANDARD 72-5
1 SEP 2020



Aircrew Evaluation

NATIONAL HEADQUARTERS CIVIL AIR PATROL
Maxwell Air Force Base, Alabama

OPR: CAP/DO

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Contents

General Guidance	3
Check Pilot Authority and Responsibility.....	3
Developing a plan for flight evaluation.....	4
Providing guidance to the pilot to be evaluated... ..	5
Grading.....	5
Mandatory Items for Annual Evaluation	7
Administrative Items	8
Procedural Items	8
... for an evaluation conducted by a non-CAP evaluator.....	10
... for evaluation of a CP or Instructor	10
... after a completely satisfactory evaluation	11
... after any evaluation with a UNSAT mark	12
Attachment 1 - Sample Plan of Action	13
Attachment 2 - Sample Expectations Document.....	17
Attachment 3 – Validation Checklist.....	20
Change Record.....	23

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General Guidance

This publication explains the operational and administrative procedures for conducting a CAP Form 5 flight evaluation. CAPR 70-1 stipulates the regulatory foundation of the evaluation program. This standard provides guidance to be used by CAP Check Pilots (CPs) and Check Pilot Examiners (CPEs), as well as serving as a handy reference for pilots preparing to be evaluated. Evaluation criteria are found in the applicable FAA Airman Certification Standards (ACS)/Practical Test Standards (PTS) and CAP Standard 72-6 (CAPS 72-6), *Aircrew Evaluation Criteria*.

Check Pilot Authority and Responsibility...

CAP CPs are only authorized to conduct evaluations in aircraft in which they are qualified and to award endorsements only within the scope of their CAP qualifications. For example, a CP must be G1000 qualified to evaluate an applicant for a G1000 endorsement. A CP must be a CFII to evaluate an applicant for a CAP instrument endorsement. Similarly, only a CP Examiner (CPE) may award the Check Pilot (CP) endorsement.

Although a CAP CP is not prohibited by rule or regulation from acting as the Pilot in Command (PIC) for a CAP Pilot Flight Evaluation, CAP requires that the pilot being evaluated demonstrate their ability to perform the duties required of a PIC throughout all phases of planning, pre-flight, flight release, flying and post-flight activities, to include all PIC-related WMIRS actions. Regardless of who is acting as the PIC for the flight, there must be an understanding between the pilot being evaluated and the CP with respect to the following:

First, given that the CP is conducting a CAP Pilot Flight Evaluation on behalf of CAP to determine a pilot's competency to fly aircraft on CAP missions, the CP must be able to direct the conduct of the flight to achieve that objective. Accordingly, the evaluated pilot must be willing to accept this direction from the CP. Because CAP has vested the CP with responsibility for evaluating the competence of the pilot taking the Form 5, the CP has an affirmative duty to anticipate and remedy any situation that might result in mishap.

Secondly, that the CP has the authority to assume control of the aircraft as necessary to avoid or recover from a hazardous situation. Under no circumstances may a CP intentionally allow a pilot undergoing an evaluation to violate a regulation, fail to comply with an air traffic control (ATC) clearance, or create a potentially hazardous situation. If

the CP sees a hazardous situation developing, they are responsible for ensuring that appropriate action is taken. Whenever practical the CP should attempt to direct the pilot to take required action; however, the CP shall take control of the aircraft prior to the situation reaching an unsafe point. If the CP determines that it would be prudent to return control to the pilot being evaluated at some point, this can be done; however, the need to assume control under these circumstances implies an overall grade of unsatisfactory for the evaluation.

Developing a plan for flight evaluation...

The “Plan of Action”

As a CAP CP, you’ve flown with many evaluators and know that some are more prepared than others. Some have a highly structured program and some just show up, look at credentials, ask a few questions while looking at the 70-1, and then proceed to see how the examinee flies. While there are varied techniques, it is obvious that a CP with a prepared roadmap will administer a more effective evaluation.

Given the increasingly complex nature of CAP’s mission and the expense of our equipment, the Form 5 evaluation cannot be a quick by-the-numbers affair. Gone are the days when the CP merely checks off the items on the form and sends the pilot on his/her way. Each evaluation requires careful planning and preparation to be effective. Some CAP members may see the evaluation as a test of aircraft flight proficiency and safety with a few “CAP-isms” thrown in. On the contrary, it is much more than that. Many CAP-specific tasks are assessed, and CAP endorsements awarded, based on criteria contained in CAPS 72-6 *Aircrew Evaluation Criteria*. Risk Management skills are integral to every task and must also be evaluated. As a result, the Form 5 is a complex endeavor for which much planning is required.

CAP CPs should approach every evaluation with a plan in mind. Consequently, they shall construct a detailed “**Plan of Action**,” tailored to the individual examinee, as their guide for the evaluation. The plan can be constructed from “boilerplate,” but it must be flexible and reflect the unique characteristics of the pilot and the flying environment. Your Plan of Action does not have to be a script or “to-do” list. It should be more like a roadmap. What are you going to do today? Where are you going to go? How will you structure the oral portion etc.?

See attachment 1 for a sample **Plan of Action**. The current version of the sample plan of action can be downloaded in Word format from gocivilairpatrol.com at [Programs > Emergency Services > Aircraft Operations > Standardization and Evaluation](#) under the heading “CAPS 72-5 Aircrew Evaluation.”

Providing guidance to the pilot to be evaluated...

The Expectations Document

Pilots undergoing an evaluation should know what your expectations are for the evaluation well in advance of the day. Often, when a check ride does not go well, the fault lies in a disconnect between the expectations of the CP and the applicant. A written explanation of your expectations, sent to the pilot well before the check ride date, will go a long way in clearing up any uncertainty the pilot has about what the evaluation will be. Some items to be discussed might include a listing of the documents the pilot must bring to the evaluation, who will be the PIC, the requirement to bring a view-limiting device, and a suggestion that the pilot review CAPS 72-5 and CAPS 72-6.

This is also a good platform for addressing some of the items you will be discussing during the oral portion. Let the pilot know you may give them a performance problem and/or a W&B problem. Suggest you might change the weather parameters to see if they can work the performance tables. How long has it been since they did a W&B by hand using only a calculator? Discussing these expectations before the evaluation gets the pilot into the books!

Also discuss the flight scenario. Spell out where you are going and what you will be doing. Where is the practice area? What route will you take to get there? What things might you be doing while enroute and in the area? Where will you do your landings? If you want to withhold some of this information until the day of the evaluation, say so. The more information you give the pilot, even if it's just to tell them to expect some surprises, the better prepared the pilot will be on check ride day.

See attachment 2 for a sample **Expectations Document**. The current version of the sample expectations document can be downloaded in Word format from gocivilairpatrol.com at [Programs > Emergency Services > Aircraft Operations > Standardization and Evaluation](#) under the heading "CAPS 72-5 Aircrew Evaluation."

Grading...

Evaluation criteria

CAP pilots will be evaluated to the FAA Airman Certification Standards or Practical Test Standards (ACS/PTS) applicable to the highest certificate they have uploaded in Ops Quals. This approach ensures that pilots have been evaluated at the level that they will be permitted to exercise privileges.

CAPF 70-5 sections 1 and section 4, if applicable, contain the tasks that rely on the FAA ACS or PTS for evaluation criteria. The remaining sections contain tasks not defined in the FAA ACS/PTS. CAPS 72-6, *Aircrew Evaluation Criteria*, contains information for tasks unique to CAP operations (e.g., CAPR 70-1 compliance, risk assessment and release) or CAP-unique endorsements and qualifications (e.g., G1000, Mountain Flying, Check Pilot). Each section of CAPS 72-6 is numbered to correspond with the section number contained on CAPF 70-5.

CAPF 70-5 also contains several endorsements that have the word “demo” in their title (Instrument Demo, High Performance Demo, and Complex Demo). These represent CAP-unique requirements for an annual demonstration of a competency in those skills. This requirement is in addition to any FAA requirements such as possessing an instrument rating or having the appropriate 14 CFR 61.31 endorsement. In some circumstances, CAP recognizes annual competency demonstrations performed for other organizations to fulfill these requirements. See CAPR 70-1 for more information.

Scores

The CAPF 70-5 contains 5 grading scores:

- Q – Qualified
- QT – Qualified with Training
- V – Qualified as determined by verbal discussion
- U – Unqualified
- NP – Not Performed

The **QT**, or “Qualified with Training” grade is a passing score; however, the CP must debrief this item, provide additional ground training (usually in debrief), and document the discussion on the CAPF 70-5. The CP should award this grade if they feel the deficiency should be documented and/or included in trend analysis.

As detailed in the FAA ACS, “Typical areas of unsatisfactory performance and grounds for disqualification include:”

- Any action or lack of action by the applicant that requires corrective intervention by the evaluator to maintain safe flight.
- Failure to use proper visual scanning techniques to clear the area before and while performing maneuvers.
- Consistently exceeding tolerances stated in the skill elements of the task.
- Failure to take prompt corrective action when tolerances are exceeded.
- Failure to exercise risk management.

CPs shall use this guidance when conducting an evaluation. As indicated, the occasional and momentary failure to maintain ACS tolerances, when expeditiously corrected, is not grounds for an unsatisfactory score for the task. This may, in the judgment of the CP, justify a QT rating. The CP may direct the pilot to redo a maneuver that momentarily exceeds tolerances.

Any task graded U in the “FAA ACS for VFR” section or the “CAP-Specific Tasks for VFR” section constitutes a failure for the evaluation. Any task graded U in any endorsement section constitutes a failure of that endorsement only, unless, in the judgment of the CP, the pilot’s performance shows deficiencies in judgment or airmanship. A grade of U on an abbreviated Form 5 evaluation constitutes a failure for the endorsement or additional aircraft model sought. See CAPR 70-1 paragraph 7 for additional details.

Mandatory Items for Annual Evaluation ...

The annual CAPF 70-5 evaluation will include at least one hour of flight time and three takeoffs and landings. Although CPs are expected to evaluate all tasks included on the form, they may use their discretion to eliminate items that are not practical to perform on the day of the examination due to weather, maintenance or other operational considerations. The CP will use this discretion sparingly. There are, however, some tasks that must be performed and graded for the evaluation to be valid and complete. These tasks are addressed in the following section and are annotated on the CAPF 70-5 in *italics*:

Section 1. FAA ACS/PTS

IV. Takeoff, Landings and Go-arounds. Normal and short-field takeoff and climb, normal and short-field approach and landing must be performed. ASES evaluations will substitute confined area takeoff and landings for short-field. In addition, at least one go-around/rejected landing must be performed. This can be elected by the pilot or directed by the evaluator. Any applicable takeoffs and landings that are not performed shall be evaluated verbally.

IVa. Launches (Aero Tow) – Glider Only. A minimum of one landing is required to complete the evaluation (more landings may be required at the discretion of the CP). If the pilot taking the evaluation has not accomplished and logged a rope break in the preceding 12 months, the CAPF 5 evaluation must include a simulated low-level rope break (above 200 feet AGL). If a rope break is performed, at least one other landing is required as part of the evaluation.

V. Performance & Ground Reference Maneuvers. Steep turns must be performed.

VII. Slow Flight and Stalls. Maneuvering during slow flight and power-off stall must be performed.

VIII. Basic Instrument Maneuvers. All must be performed with a view limiting device.

IX. Emergency Operations. The emergency approach and landing must be performed as allowed by FAA and CAP regulations. AMEL evaluations will substitute Approach/Land with Inoperative Engine.

Section 4. ACS Standards for CAP Instrument Endorsement

XV. IFR Procedures. Only one approach is required. If a circling approach is not performed, then it must be verbally evaluated.

Section 9. CAP Check and Instructor Pilot Endorsements

XXII. Instructor Pilot Endorsement. “Demonstrate Instructional Scenario” must be performed. All else verbal.

XXIII. CP Endorsement. “Evaluate Left Seat CP” must be performed. All else verbal.

Administrative Items ...

- Oral portions may be conducted up to 30 days prior to the flight evaluation.
- An evaluation terminated for weather, maintenance or illness may be resumed within 30 days without repeating parts satisfactorily completed.
- An aircraft questionnaire, CAPF 70-5Q(-A, B, G), is required only for the model used in the evaluation.
- Aircraft models in which the pilot has been previously CAPF 70-5 qualified can be renewed when an annual Form 5 is accomplished, subject to the restrictions in CAPR 70-1 concerning complex, high performance and G1000 aircraft. For an aircraft model to be eligible for renewal, an initial or annual CAPF 70-5 and aircraft questionnaire for that model must be available as an uploaded document in the Operations Qualifications (Ops Quals) section of eServices. In circumstances where the historical CAPF is no longer available in Ops Quals Documents, the validator may use one of the following alternative forms of documentation:
 - A scan of the pilot’s logbook showing an endorsement by a CAP CP or an FAA ASI/DPE for successful evaluation in make/model
 - A scan of the evaluator’s logbook showing a flight with the pilot in make/model resulting in a successful evaluation
- Except for Turbo Aircraft, all endorsements must be renewed annually.

Procedural Items ...

The CP should check eServices > Ops Quals prior to the evaluation to ensure the pilot is eligible. The recommended approach for completing this check is as follows:

- Go to the Pilot > FAA Requirements page to ensure the pilot's required certificates, flight review, and applicable 61.31 training have been validated.

Additional Training IAW 14 CFR 61.31

- Complex Aircraft Training** [Remove](#)
- High Performance Aircraft** [Remove](#)
- Glider Ground-tow**
- Glider Aerotow**

- Go to the Pilot > Airplane/Glider/Balloon page to ensure the appropriate CAPR 70-1 Exam has been completed within the 60 days prior to the evaluation date.
- Finally, go to the Pilot > What Do I Need? page, select each qualification to be evaluated, then review the status of each task. **Red flags**  are acceptable for Flight Check Requirements or Appointments, or any other event that will be accomplished during the evaluation (e.g., CAP Airplane Pilot or a Flight Review). However, all other prerequisites must have a **green check** .

✔ = Complete 🚩 = Not Complete

Orientation Pilot - Airplane		
Qual/Task Name	Completed Date	Expiration Date
✔ - CAP Airplane Pilot - Number of Required Tasks - 1		
VFR Pilot	01 May 2020 - (Active)	30 Sep 2020 - (Active)
✔ - Minimum Hours - Number of Required Tasks - 1		
PIC 200 hrs	30 May 2018 - (Active)	Does not expire - (Active)
PIC 300 hrs	30 May 2018 - (Active)	Does not expire - (Active)
🚩 - Flight Check Requirement - Number of Required Tasks - 1		
Orientation Pilot - Airplane		
🚩 - Appointment - Number of Required Tasks - 1		
Orientation Pilot - Airplane		
✔ - Cadet Orientation Online Exam - Number of Required Tasks - 1		
Orientation Online Exam - Airplane	14 Aug 2019 - (Active)	31 Aug 2023 - (Active)

- The CP should not attempt to re-validate previously submitted and validated documentation. In many cases, this will not be possible since some validated documents are made inaccessible due to privacy concerns.
- The following documents are required by statute or regulation and will be examined by the CP at the start of the evaluation:
 - Proof of current CAP membership (a temporary card printed from eServices is acceptable).
 - FAA Pilot Certificate with ASEL, glider or balloon rating, as appropriate
 - Valid FAA medical certificate or current state driver's license and medical education course completion if operating under BasicMed. (This requirement is not applicable for glider or balloon evaluations.)

- Evidence of current Flight Review unless the CP has arranged to administer a flight review concurrently with the Form 5 evaluation.
- Logbook to show 14 CFR 61.57 recent flight experience requirements have been met for carrying passengers. (This requirement is not applicable when prior arrangements have been made for a Flight Review.)
- The applicant will present to the CP a CAPF 70-5 with the identifying information completed, as well as a completed aircraft questionnaire for the aircraft make/model to be flown on the evaluation. Review and grade the questionnaire prior to conducting the evaluation.
- Complex maneuvers satisfactorily completed that incorporate less complex maneuvers may satisfy the evaluation of the simpler maneuvers.
- The instrument endorsement may be accomplished verbally if the pilot has successfully passed an FAA Instrument Proficiency Check or added an instrument rating within the past six calendar months preceding the evaluation.
- The CP may fail the pilot's EFB for the purposes of evaluating the use of the pilot's backup arrangements but should not fail the EFB for the entire sortie.
- Unless prior arrangements have been made to conduct a Flight Review, the CP should not provide instruction during the evaluation. Recent history shows increased mishap activity when this is attempted.

... for an evaluation conducted by a non-CAP evaluator

- Per CAPR 70-1, FAA ASI and DPEs and CAP-USAF evaluator pilots may administer Form 5 evaluations, but only coincident with performing their official duties.
- When an evaluation is conducted by a non-CAP evaluator, the CAP Form 5 must be approved by a CAP CP. He/she must:
 - Verify that the non-CAP evaluator was performing within the scope of his/her official duties.
 - In the case of an annual evaluation, determine that all mandatory items were evaluated.
 - Check the entire form to ensure all appropriate fields are properly filled.
- The approving CAP CP must sign in the appropriate block of the CAPF 70-5.

... for evaluation of a CP or Instructor

- The evaluation is structured around CP and IP skills with basic airmanship and competency skills embedded within.
- The pilot being evaluated must fly the entire sortie in the right seat.
- CPs must accomplish the required tasks in the IP section.

- Only a CP Examiner may award a CP endorsement. CPs may award an IP endorsement.
- The evaluator in the left seat will act as a student and/or a pilot undergoing evaluation at various times during the evaluation. These periods will be clearly and specifically started and terminated with a callout (e.g., “I am now acting as a [student pilot or Form 5 pilot], I am no longer acting as a [student pilot or Form 5 pilot]). While acting in one of those roles, the evaluator may deviate from normal tolerances only within the boundaries of safe flying practices. The evaluator shall not violate regulations or put the aircraft in an unsafe condition as a means of testing the IP’s or CP’s reaction. Evaluator-induced deviations from ACS aircraft performance tolerances will not be done when the aircraft is below 1000 feet AGL.

... after a completely satisfactory evaluation

- The CP will hold the appropriate debrief, annotating on the CAPF 70-5 the training given to satisfy any QT task score.
- As applicable, the CP will indicate on the CAPF 70-5 which aircraft qualifications should be renewed.
- Both the CP and the applicant must sign the CAPF 70-5.
- The form will be retained by the applicant who will scan and upload the form and the questionnaire into the Ops Quals module in eServices.
- The applicant will enter the appropriate information on the Pilot > Airplane, Glider or Balloon page in Ops Quals (as shown below), then Submit the data.

eServices > Ops Quals > Pilot > Airplane

Questionnaire

Questionnaire Date: 04 Dec 2019
 Questionnaire Airplane Type: C206

Select the aircraft for which you completed the CAPF 70-5Q. Must match the aircraft used for the Form 5.

Annual/Abbreviated Form 5

Annual Abbreviated

Form 5 Airplane Type: C206
 Form 5 Date: 04 Dec 2019
 Airplane/s to Renew: C172, C182, C206, GA8

Select all the aircraft that should be renewed. Must match the CP's entries on the CAPF 70-5.

Check Pilot ?
 Wing Region All
 Dempsey, John M

Additional Endorsements

Check Pilot Evaluation
 Instructor Pilot Evaluation
 Orientation Pilot Demo
 Instrument Demo
 Turbo Qualified
 G1000 VFR Qualified
 G1000 Instrument Qualified

Task	Expiration	
	31 May 2019	Remove
Airplane	31 May 2019	Remove
irplane	31 May 2019	Remove
-	31 May 2019	Remove

Select any endorsements that the CP made on the CAPF 70-5.

Submit Clear Selected

... after any evaluation with a UNSAT mark

If the pilot successfully demonstrated proficiency in make/model, but had one or more UNSAT grades on endorsements, the applicant will sign the CAPF 70-5 then the CP will sign, but only the satisfactory endorsements shall be initialed. The task scores and the comments block should clearly indicate which endorsements were attempted but were unsatisfactory. The successful make/model evaluation and any successful endorsement should be entered in OpsQuals as described above.

If the pilot failed to demonstrate proficiency in make/model, the applicant will sign the CAPF 70-5 then the CP will mark "UNSATISFACTORY" in the signature block in lieu of a signature. No endorsements shall be awarded. The task scores and the comments block should clearly indicate which tasks were unsatisfactory.

An UNSAT mark on any part of an evaluation requires that the CP immediately make the notifications required by CAPR 70-1, para 7.7.

Attachment 1 - Sample Plan of Action

Form 5 Evaluation – Plan of Action – VFR

Name of Pilot Joe Bagadonutz

Date 10 April 2020

Preliminaries:

- Proper Uniform
- Sortie in WMIRS
- 104 Completed with ORM
- Flight release obtained
- Annual CAPR 70-1 test accomplished within 60 days
- Orientation Pilot test accomplished within four years.

Documentation:

- FAA Pilot Certificate (ASEL)
- Current Medical or Basic Med Certificate. (Check if special issuance). Time rules do not apply.
- Current for passengers.
- Current for Flight Review or special arrangement with CP.
- Current ID Card.
- High Performance endorsement (if applies)
- Airplane airworthy?

Oral Exam:

- Certificates and Documents: What documents are required to be in the airplane?
- Airworthiness Requirements: Discuss inspection status and requirements.
- Weather Information: Inquire about today's weather and how the applicant received it.
- Cross Country Flight Planning: Have examinee plan a flight from the take off airport to a destination about two hours away (passing through a close-in practice area). Have examinee brief route, altitudes, fuel etc. Know what's required by FAA (Weather, alternates, fuel, delays, runway length landing, performance).
 - Departure KCHD Destination E63
- Determine W & B: What is today's take off GW and CG, and how long the aircraft must fly in order to land legally.
- Determine Takeoff performance: What are today's numbers?
- Determine Cruise Performance: Inquire what the MP, RPM and fuel flow will be after level off.
- Determine Landing Performance: What are today's numbers?
- Aircraft Systems: Ask questions to determine if the examinee can discuss these specific areas of systems knowledge:
 - G1000 – in addition to general knowledge, excellent understanding of electrical system to include functions of essential buss, how it works, what's on it and why it's there. Also, what is the AHRS and ADC, what do they do and what happens if they fail? What is the KOEL?
 - Round dial aircraft – general knowledge with emphasis on failure modes.
- Human Factors:
 - Discuss self medication.
 - What are the FAA rules concerning alcohol consumption?

- Night Operations:
 - Discuss night flight currency.
 - How lighting controlled?
 - Vision adaptation.
- Emergency Procedures
 - Fire during engine start
 - Engine failure inflight
- Electronic Flight Bag
 - Familiar with CAP EFB guidance? Know where to find it?
 - Current data?
 - Failure alternatives?

Flight Exam – Before Takeoff

- Preflight and Ground Operations.
 - Preflight Inspection. Special emphasis on checklist usage, dipping the tanks, checking the oil, and checking tire pressure.
 - Passenger and crew briefing. Pilot should follow published CAP briefing guide.
 - Starting Engines. Watch for safety deficiencies. Also, starting technique to include starter time cycles.
 - Taxiing.
 - Airport and Traffic Pattern Ops
 - Don't help with radio calls. Ask a few questions about light signals and airport markings.

Flight Exam – Flight Profile

- Instruct pilot to set up GPS for the planned flight. Evaluate GPS/G1000 setup and flight plan entry.
- Ask pilot to enter a user-defined waypoint using lat-lon.
- Have pilot do a normal take off and establish route to planned destination, leveling off at planned altitude.
- Engage autopilot on climb and couple to on-course route, leveling off at planned altitude.
- All checklists should be complete.
- Break off planned route, do a few autopilot climbs, descents and turns, then turn the autopilot off.
- Airwork:
 - Clearing turns mandatory
 - Steep turns L & R. Ask about entry airspeed.
 - Slow Flight – recover to cruise.
 - Power off stall – flaps 30, 70 kts entry, 15 deg left bank. Smooth entry and recovery – no secondary stall.
 - Power on stall – 70 kts – no more than 21"MP (182), plant nose up, let stall come – ball in middle – no excessive wing drop.
 - After recovery to cruise configuration, announce that the engine has failed as you pull the throttle (1500' AGL minimum). Evaluate response. Don't let pilot go below 500' AGL unless in a position to land on an authorized runway.
- Instrument Reference Maneuvers
 - Have examinee put on hood – positive exchange of flight controls.

- Allow examinee to settle into instrument mode, then ask for a few turns, climbs and descents.
- Announce that aircraft (simulated) just penetrated IMC. Ask examinee to recover to VMC (180 turn).
- Do a few unusual attitude recoveries.
- Have examinee remove hood – positive exchange of flight controls.
- Ground Reference Maneuvers
 - Have examinee descend to 1000' AGL.
 - During descent, announce that the “low voltage” annunciator has illuminated (simulated).
 - Evaluate EP response, then terminate the emergency.
 - Find a landmark and evaluate a turn around a point.
 - Find a road and evaluate an S-Turn.
- RTB.
 - On the return trip, fail the PFD (dimming). Evaluate the response.
 - If time permits, announce “smoke in the cockpit” (simulated). Evaluate the response.
- Pattern Work
 - First landing is normal, to a full stop. Taxiback.
 - Next take off is short field.
 - Landing is short field, to a full stop. Brief the pilot to SIMULATE the heavy braking.
 - Next take off is normal.
 - Next approach, ask to pilot to demonstrate forward slip. After termination of slip, announce go around.
 - Next approach, fail the flaps on downwind.
 - No-flap landing to a full stop.

Post flight

- Monitor refueling for safety.
- Insure pilot accomplishes the CAP Postflight Checklist.
- Do a thorough critique, making sure the pilot knows how to process the forms via WMIRS.
- If a failure, document the status on the Form 104.

Special Evaluations

- Orientation Pilot
 - Check knowledge of CAP60-40 and AFROTC Ops Plan
 - Pilot must demonstrate a syllabus item given by the CP.
 - No handle controls below 1000' AGL.
- Instructor and Check Pilots
 - Oral exam: Have pilot provide instruction for a selected maneuver. For this evaluation, steep turn.
 - Oral Exam: For Check Pilot, designate a maneuver to be evaluated by the candidate inflight. For this evaluation, normal landing.
 - Pilot being evaluated must fly the entire evaluation from the right seat.
 - Have him/her demonstrate the briefed maneuver.
 - Have him/her evaluate briefed maneuver.

Attachment 2 - Sample Expectations Document

Initial / Annual Form 5 Expectations

Check Pilot: [Check Pilot Name]

Send questions/comments to [Check Pilot email]

Often, when a check ride does not go well, the fault lies in a misunderstanding between the expectations of the check pilot and the applicant. Accordingly, here is an informal discussion about what to expect when taking a Form 5 annual evaluation with me as the Check Pilot. This is how I ensure you are safe and meet the requirements of CAPR 70-1 and CAPS 72-5. If anything, herein conflicts with official CAP or FAA guidance, that guidance takes precedence. Note that these are general thoughts on how I typically conduct an evaluation. Your evaluation may be different depending on your circumstances.

General:

- Review CAPF 70-5. Note the tasks you will be expected to perform. The standards you must meet are those contained in the published FAA ACS for the highest level of certificate uploaded to OpsQuals and those in CAPS 72-6, Evaluation Criteria, as applicable. It would be a good idea to look these over.
- Review CAPR 70-1, Section 7. Comply with instructions. Be prepared to present the paperwork. Copies are acceptable except for pilot and medical certificates, aircraft questionnaire(s), and CAP ID card. Also, review CAPS 72-5.
- Unless otherwise arranged with the check pilot per CAPR 70-1 Section 7, you must have a current Flight Review per 14 CFR Part 61-56. You may use the CAP Form 5 to earn most of the requirements for a subsequent Flight Review through the FAA Wings program.
- For C182 or C206 evaluations, you must show evidence of your authorization to operate high performance aircraft – either a High-Performance endorsement or “grandfather” privileges per 14 CFR 61-31.
- If qualified, you will be the PIC and you must obtain the flight release. If unqualified in the airplane per CAP rules, I will be the PIC.
- Bring a view limiting device. The VFR evaluation includes a short instrument demo to simulate unplanned cloud penetration.
- If you are seeking a cadet orientation endorsement, bring CAPP 60-40.

Preflight Discussion:

- If you use a tablet/phone application such as Foreflight or similar system, be prepared to discuss the Electronic Flight Bag CAP Utilization Guidance found in CAPR 70-1.
- Recent evaluations have shown weaknesses in aircraft performance calculations. Be prepared to extract performance information from the POH.

- Re-familiarize yourself with the basic POH layout and be prepared to find critical information in it. (For example, limitations in section 2, performance data located in section 5, systems in section 7, etc.)
- How long has it been since you calculated W&B without an electronic spreadsheet? You might brush up on this, as W&B problems are indeed fair game.
- For G1000:
 - Have a good working knowledge of the electrical system. Know what the Essential Bus is, how it is powered (normally and abnormally), what is on it and how it relates to the other busses/equipment.
 - Since the MFD/PFD are dumb monitors, they get their information from other G1000 components. Accordingly, know what the major ones are (e.g., AHRS, ADC, Integrated Avionics Units), what information they feed to the system (basic stuff) and what information is lost if they fail.
 - If your knowledge of these G1000 systems is shaky, contact a G1000 instructor.

Flying the check ride:

- Unless you are seeking an Instructor or Check Pilot endorsement, you will fly in the left seat and I will fly in the right.
- If seeking Instructor or Check Pilot status, you should expect to demonstrate at least one takeoff and landing from the right seat.
- You may choose to use the check pilot as a resource in accomplishing checklists. If you choose this option, you may still be asked to demonstrate single-pilot checklist competency.
- Minimize heads-down time. Clear all turns.
- VFR flight scenario:
 - Enter a flight plan to an airport where the route flies through or near the practice area.
 - Normal Take off
 - If the aircraft has a working autopilot, engage the autopilot at the appropriate time after takeoff. Use the autopilot to establish the aircraft on the flight plan course line. When established enroute, level, and in the practice area, expect to disengage the autopilot for completion of air work.
 - Clearing turns
 - Steep turns 360 left and right
 - Slow flight, flaps full.
 - Approach to landing stall
 - Departure stall.
 - Instrument reference maneuvers
 - Descend for ground reference maneuvers (1000 AGL).
 - RTB for a normal approach and landing.

- Short field takeoff and landing.
- Take-off and landing, the type at check pilot discretion.
- Emergency procedures as appropriate
- For G1000:
 - You will be expected to set up the PFD/MFD with your preferences. It's usually a good idea to restore defaults on the MAP group pages and the AUX – System Setup page prior to selecting your preferences.
 - Know how to enter a flight plan with multiple waypoints and demonstrate creating a user waypoint using both lat-lon and MFD joystick techniques.
 - Demonstrate a good working knowledge of the MAP terrain and traffic functions.
- IFR flight scenario
 - If this is a recurring instrument endorsement, then in addition to the VFR scenario expect at least one instrument approach, holding, and partial panel recovery. More instrument flying tasks may be required, depending on the circumstances.
 - If this is your initial instrument endorsement, plan on two approaches (precision and non-precision) plus holding and partial panel recovery. If G1000, the non-precision approach will be an RNAV approach.
 - If G1000, be prepared to discuss WAAS and RAIM.

The important thing to remember in an evaluation is to relax and have fun with it. Either you know it or you don't, so why stress and make stupid mistakes? We've all been there! Even your check pilots learn something from every check ride given and received. So, prepare well and we'll see you on the day!

[CP Name]

Attachment 3 – Validation Checklist

Validation within Ops Quals is the final step in the Form 5 process. The quality and integrity of the CAP Pilot Flight Evaluation process depends upon that validation being conducted in a methodical way by members who are knowledgeable of the requirements. In support of that objective, the following Validation Checklist is provided:

1. Review Form 5 Tasks submitted for Validation

A valid Form 5 will be represented by a minimum of two tasks 1.) a questionnaire for an aircraft make/model and 2.) a Form 5 for that same make/model. However, there may also be one or more additional tasks for endorsements, as well as task(s) for renewal of other make/models of the same category (see example below). Review all the tasks to ensure you understand the scope of what needs to be validated.

Conyers, Kevin E (605910) EMPLOYEE View Qualifications View Uploaded Documents	CAP Airplane Questionnaire - C182 Completed: 01 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	Form 5 Airplane Annual - C182 Completed: 01 Apr 2020 Check Pilot: Chris Hamm/403347	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	Instrument Demo Completed: 07 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	G1000 IFR Completed: 07 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	G1000 VFR Completed: 07 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	Complex Demo Completed: 07 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate
	High Performance Demo Completed: 07 Apr 2020	Submitted By: Kevin E Conyers Date Submitted: 07 Apr 2020	<input checked="" type="radio"/> Not Selected <input type="radio"/> Validate <input type="radio"/> Don't Validate

2. Go to Pilot > [Airplane/Glider/Balloon], input the member's CAPID, then select View/Upload Documents (see example below). Examine the listing, to determine if:

- _____ A new Questionnaire has been uploaded for the make/model used.
- _____ A new CAPF 70-5 has been uploaded for the make/model used.
- _____ There is a historical CAPF and questionnaire to support any renewals.

Documents Uploaded

File	Date Uploaded	Remove File?
CAPF 70-5 (Annual)_C182_1.pdf	07 Apr 2020	Remove
CAPF 70-5 (Initial)_C172_1.pdf	26 May 2019	Remove
CAPF 70-5 (Initial)_C182_1.pdf	09 Dec 2019	Remove
FAA Certificate_1.jpg	23 Jun 2018	
FAA Certificate_2.jpeg	16 May 2018	
FAA Flight Review_1.jpg	18 Sep 2018	Remove
Medical_1.pdf	24 Mar 2018	
Questionnaire_C172_1.pdf	26 May 2019	Remove
Questionnaire_C182_1.pdf	07 Apr 2020	Remove
Questionnaire_C182_2.pdf	09 Dec 2019	Remove

3. Open the questionnaire and review to determine if:

- ___ All blocks in the heading are filled out.
- ___ Aircraft make/model matches Form 5 and Questionnaire tasks.
- ___ Evaluator signature and grade is present.

4. Open the CAPF 70-5 and review to determine if:

- ___ All blocks in the heading are filled out correctly.
- ___ Aircraft make/model matches Form 5 and Questionnaire tasks.
- ___ The date of the evaluation matches the Completed Date in the validation
- ___ Endorsements initialed, not merely checked off.

<input checked="" type="checkbox"/> Annual	<input type="checkbox"/> Abbreviated	Date of Evaluation		1 APR 20
Member's Name			CAP ID	
Conyers, Kevin			605910	
Ops Quals Endorsements (Evaluator's Initials)			Aircraft Make and Model	
<input checked="" type="checkbox"/> Instrument Demo	SA	<input type="checkbox"/> G1000 VFR	<input type="checkbox"/> Orientation Pilot	C182
<input checked="" type="checkbox"/> High Performance Demo	SA	<input type="checkbox"/> G1000 IFR	<input type="checkbox"/> Instructor Pilot	Airplane Class
<input type="checkbox"/> Complex Demo		<input type="checkbox"/> G1000 IP	<input type="checkbox"/> Check Pilot	ASEL
<input type="checkbox"/> Turbo Aircraft		<input type="checkbox"/> Mountain Flight		Flight Time
Other Endorsements:			1.3	

5. Review the evaluated tasks (see examples below) to determine if they are appropriately recorded:

For annual evaluations:

___ All tasks in sections 1 and 2 that are applicable to the category of aircraft should be marked. Tasks that are *italics* are mandatory and cannot be marked NP.

Section 1. FAA ACS Tasks for VFR Evaluation				
I. Preflight Preparation	Q	QT	U	V NP
A. Certificates and Documents	✓	□	□	□
B. Airworthiness Requirements	✓	□	□	□
C. Weather Information	✓	□	□	□
D. Cross-Country Flight Planning	✓	□	□	□
E. National Airspace System	✓	□	□	□
F. Performance and Limitations	✓	□	□	□
G. Operations of Systems	✓	□	□	□
H. Human Factors	✓	□	□	□
I. Seaplane Char, Bases, and Rules (ASES only)	□	□	□	□
VI. Navigation	Q	QT	U	V NP
A. Pilotage and Dead Reckoning	✓	□	□	□
B. Navigation Systems and Radar Services	✓	□	□	□
C. Diversion	□	□	□	✓
D. Lost Procedures	□	□	□	✓
VII. Slow Flight and Stalls	Q	QT	U	V NP
A. <i>Maneuvering During Slow Flight</i>	✓	□	□	□
B. <i>Power-Off Stalls</i>	✓	□	□	□
C. <i>Power-On Stalls</i>	✓	□	□	□
D. <i>Spin Awareness</i>	✓	□	□	□

___ Tasks for any endorsement submitted must be satisfactorily completed.

Note. There aren't any sections for the High Performance Demo or Complex Demo endorsements. These tasks are embedded in the Section 1 ACS tasks.

Section 3. CAP G1000 VFR Endorsement				
XIV. G1000 Endorsement	Q	QT	U	V NP
A. G1000 Electrical System	✓	□	□	□
B. G1000 KOEL	✓	□	□	□
C. G1000 Systems Knowledge	✓	□	□	□
D. PFD Features and Functions	✓	□	□	□
E. MFD Features and Functions	✓	□	□	□
F. Flight Plan Construction	✓	□	□	□
G. User Waypoint Construction	✓	□	□	□
H. PFD/MFD Failure	✓	□	□	□
I. AHRS/ADC Failure	✓	□	□	□
J. Autopilot Limitations	✓	□	□	□
K. Autopilot Mode Awareness	✓	□	□	□
L. <i>Autopilot or Electric Trim Failure</i>	✓	□	□	□
Section 4. FAA ACS Tasks for CAP Instrument Demo Endorsement				
XV. IFR Procedures	Q	QT	U	V NP
A. <i>Preflight Preparation</i>	✓	□	□	□
B. <i>ATC Clearance and Traffic Procedures</i>	✓	□	□	□
C. <i>Holding Procedures</i>	✓	□	□	□
D. <i>Intercept/Tracking Courses</i>	✓	□	□	□
<i>(only one approach is required)</i>				
E. Precision Approach	✓	□	□	□
F. Non-Precision Approach	□	□	□	✓
G. Circling Approach (<i>verbal at a minimum</i>)	□	□	□	✓
H. Missed Approach	□	□	□	✓
Section 5. CAP G1000 IFR Endorsement				
XVI. CAP G1000 Instrument Tasks	Q	QT	U	V NP
A. Autopilot Instrument Procedures	✓	□	□	□
B. WAAS and RAIM	✓	□	□	□

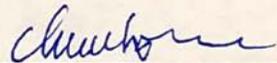
For abbreviated evaluations:

___ Only those tasks in sections 1 and 2 that the CP elects to perform are marked; therefore, tasks in *italics* can be marked NP.

___ Tasks for any endorsement submitted must be satisfactorily completed.

6. Review the certification blocks (see example below) to determine if they are appropriately recorded:

- ___ Certificate/document numbers and dates provided
- ___ Evaluator has specified aircraft to be renewed and has signed
- ___ IF the evaluation was conducted by a non-CAP pilot (FAA or CAP-USAF), then a CAP CP certified the external evaluation
- ___ There are comments for any QT or Unsat grades

Certification by Evaluated Pilot	
I certify that 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 document. I also understand that that maintaining currency, recurring requirements, and compliance with applicable directives is my personal responsibility.	
Date <u>1 APR 20</u>	Pilot's Signature 
Review of Certificates and Documents (as verified by Check Pilot)	
FAA Pilot Cert No. <u>413 2446</u>	Medical Class and Issue Date <u>2nd / 10/17/19</u>
Flight Review Date <u>30 SEP 19</u>	CFI Cert Expiration Date <u>-</u>
Certification of Evaluator	
I certify that I received and graded an aircraft questionnaire for the make and model flown, as well as visually verifying the certificates and documents recorded above. I evaluated the above named CAP member in accordance with applicable regulations for the indicated tasks and performance was as annotated on this form. The member has demonstrated the proficiency required to fly the make/model used for the evaluation and to hold the indicated endorsements. In addition, renewal of the member's existing qualifications in the additional aircraft makes/models listed below is warranted.	
Aircraft Qualifications to Renew: <u>C182, C172</u>	
CAP ID# <u>555555</u>	CAP CP/Evaluator's Signature 
Certification of External Evaluation by CAP Check Pilot	
Subsequent to a non-CAP flight evaluation, I certify that I verbally addressed all required CAP-unique tasks with the member above and determined that they were knowledgeable of CAP-unique requirements.	
CAP ID# <u>666666</u>	CAP CP's Signature 
Comments	
<u>V.A. First attempt @ steep turns - corrections not timely or aggressive enough. 2nd attempt met standards.</u>	

Did you catch the errors in the examples shown?

1. On the validations page, the member has submitted for a Complex Demo endorsement. The CP did not initial the Complex Demo endorsement block; therefore, the Complex Demo endorsement should be marked "Don't Validate."
2. On the CAPF 70-5, in the Certification by Evaluator block, the check pilot has listed C172 as an aircraft to renew. However, the member's validation request did not include C172 for renewal. Since the required documents (CAPF and questionnaire) are present to support renewal, this probably reflects an oversight. The member might mistakenly believe that the renewal would be automatic. The validator should contact them to resolve the disconnect.

Change Record

Issue Date	Change Summary
8 Jun 20	Clarified references and aligned requirements for: evaluation to certificate uploaded; renewal must be supported by a previously questionnaire; tasks to be checked in advance versus documents to be checked prior to flight. Update sample expectations and POA updated. Added validation checklist.
25 Aug 20	Added web location for sample documents and corrected Change Record.
1 Sep 20	Added alternative forms of documentation for renewals