

# NOTICE

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

N 8900.340

National Policy

Effective Date:  
1/12/16

Cancellation Date:  
1/12/17

**SUBJ:** Part 142 Pictorial Preflight Courseware Review

---

- 1. Purpose of This Notice.** This notice provides information, guidance, and direction to Training Center Program Managers (TCPM) on reviewing and approving pictorial preflight courseware. This notice identifies requirements not previously explained in sufficient detail. These details ensure proper evaluation and approval by TCPMs. Title 14 of the Code of Federal Regulations (14 CFR) part 142, §§ 142.37 and 142.39, and Federal Aviation Administration (FAA) Order 8900.1, Flight Standards Information Management System (FSIMS), Volume 3, Chapter 54, Section 6, Part 142 Training Centers: Evaluate Training Programs, Curriculums, Flight Training Equipment, and Recordkeeping Requirements, define the use of pictorial preflights and program approval.
- 2. Audience.** The primary audience for this notice is TCPMs and other aviation safety inspectors (ASI) who are responsible for the approval and surveillance of training programs for part 142 training centers. The secondary audience includes Flight Standards Service (AFS) branches and divisions in the regions and headquarters (HQ).
- 3. Where You Can Find This Notice.** You can find this notice on the MyFAA employee Web site at [https://employees.faa.gov/tools\\_resources/orders\\_notices](https://employees.faa.gov/tools_resources/orders_notices). Inspectors can access this notice through the Flight Standards Information Management System (FSIMS) at <http://fsims.avs.faa.gov>. Operators and the public can find this notice at <http://fsims.faa.gov>.
- 4. Scope and Limitations.** The use of this notice is mandatory for inspectors responsible for approving or providing oversight of part 142 training programs that utilize pictorial preflight courseware.
- 5. Definition.** Pictorial preflight courseware is part of an FAA-approved training program under part 142 that utilizes only level C or D full flight simulators (FFS) for training, checking, and/or testing of pilot flightcrew members.
- 6. Background.** In cases where 100% of the pilot training, checking, and/or testing is completed in a level C or D FFS, the FAA has determined that the pilot's knowledge and ability to satisfactorily perform a preflight inspection of an aircraft can be evaluated through the use of pictorial preflight courseware. The requirements for approving such pictorial preflight courseware are defined in Order 8900.1, Volume 3, Chapter 54, Section 6. However, this section did not provide specific direction to require pictorial preflight courseware to be used to replicate

a preflight inspection in the same manner as a pilot would perform an actual aircraft preflight inspection.

**7. Action.** The pictorial preflight courseware review consists of two phases. Phase I identifies all part 142 training programs not meeting requirements in this notice for the use of pictorial preflight courseware. Phase II ensures that part 142 training centers revise pictorial preflight courseware and/or procedures and submit the revision for TCPM approval.

**a. Phase I.** Within 60 calendar-days of the effective date of this notice, TCPMs and other inspectors who are responsible for the approval and oversight of part 142 training centers must review all training programs that utilize pictorial preflight courseware to determine if the pictorial preflight courseware and procedures for use of that courseware meet the following requirements.

(1) Pictorial preflight courseware must contain pictures of each item on the aircraft manufacturer's preflight checklist.

(2) During checking and/or testing, the entire preflight check must be completed, in sequence, just as it would be if an actual aircraft were being used for the check and/or test.

(3) All preflight items from the aircraft manufacturer's preflight checklist must be included in the check and/or test. Preflight items cannot be skipped in order to shorten the time required to perform the check and/or test.

(4) The applicant must describe what indications they are looking for to determine if each item on the checklist is acceptable or not. It is not acceptable for the applicant to simply say, "That's okay."

(5) The pilot must use descriptive language when looking at each picture. For example, when looking at the landing gear, "I am looking for proper strut extension, leaks, flat spots on the tire, and chaffing of the hydraulic lines," or something to that effect.

(6) The pilot must also state whether or not the picture indicates an acceptable condition when describing what he or she is inspecting.

(7) The Training Center Evaluator (TCE) may ask additional questions as necessary during the preflight to ensure the applicant's knowledge.

**b. Phase II.** If the training center has pictorial preflight courseware and/or procedures that do not meet the requirements of paragraphs 7a(1) through 7a(7) of this notice, the TCPM must notify the training center in writing that a revision to the courseware and/or procedures in accordance with § 142.37 is necessary. The TCPM must follow the approval process in Order 8900.1, Volume 3, Chapter 54, Section 6 to approve the revised courseware.

**8. Program Tracking and Reporting Subsystem (PTRS).** Upon completion of this review, and initiating any corrective action that may be required, each inspector responsible for the approval and oversight of part 142 training centers that utilize pictorial preflight courseware shall complete a PTRS entry as follows:

- Activity Number 1646;
- Make, model, and series (M/M/S) of the aircraft for which the pictorial preflight is used;
- Designator of the part 142 training center;
- Primary area “E;”
- Keyword “609;”
- Opinion code “I;” and
- Comment “PICTORIAL PREFLIGHT.”

**9. Disposition.** We will incorporate the information in this notice into Order 8900.1 before this notice expires. Direct questions concerning the information in this notice to the Air Transportation Division (AFS-200) at 202-267-8166.



John Barbagallo  
Deputy Director, Flight Standards Service