

## Remote/Recorded View Flight Check

ASI: \_\_\_\_\_

Operator: \_\_\_\_\_

Airman: \_\_\_\_\_

Order	Step	Description	Person	Initial/ Date
1	<b>Overview</b>	<ul style="list-style-type: none"> <li>a. As technology increases in its reliability and quality, it allows the FAA to leverage those technologies to accomplish various tasks. This document covers performing a Flight Check via the use of Video Communications Technologies (VCT) and Video Recording Devices.</li> <li>b. Ground events such as oral examinations, flight pre-briefing, and flight debriefing can be accomplished via use of Video and Communication Technology (VCT), such as ZOOM or Microsoft Teams (Teams). This is a proven, reliable technology. Events at the airplane such as the aircraft pre-flight inspection and passenger briefing can be accomplished via real-time streaming technologies such as ZOOM or Teams.</li> <li>c. During the document review portion (pilot certificates, medical certificates, etc.), unless secured/encrypted methods are used copies of these should not be sent via Email prior to the event. Instead, real-time viewing can easily be conducted by showing such documents to the camera. That, in combination with the ASI performing typical pre-event review of such FAA tools as MSAT-A is more than sufficient for document verification.</li> <li>d. For the in-flight portion, it is not feasible for the majority of stakeholders to incur the cost of in-flight Wi-Fi for the possible use of real-time streaming. However, it is very possible to use video technologies to record video and audio of the cockpit, instrumentation and intercom/radio voice communications.</li> <li>e. If recorded events are to be used for surveillance / evaluation, careful steps must be taken to ensure a thorough understanding of the sequence of events, expectations, limitations, authorities and responsibilities. In addition, it must be made clear that any recording devices used must be used in a manner that will not compromise flight safety.</li> </ul>	ALL	

## Remote/Recorded View Flight Check

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2	<b>Equipment</b>	<p>This means of completing FAA surveillance / evaluation is on a voluntary basis and the Stakeholder must be in agreement that they are responsible for all aspects of obtaining acceptable equipment, installation, and use. The following is a list of typical Stakeholder equipment requirements:</p> <ol style="list-style-type: none"> <li>a. Computer (laptop or desktop) with internet, voice and camera capabilities, including software to operate VCT technologies such as ZOOM, or Teams.</li> <li>b. Ability to receive real-time streaming during the Walk around and pre-start up sequences within the aircraft (such as ZOOM or Teams). This can be a mobile phone, Pad or other devices with commonly used and pre-installed software and Cell or Wi-Fi Service that can service the area around and near the aircraft.</li> <li>c. A minimum of two high-resolution cameras with the capability to record both video and audio (ex: Go Pro Hero 5 or newer) are required. Though it may be possible to capture all needed information with one camera if the aircraft primarily has analog gauges (i.e. not a 'glass panel') and is small (such as a Cessna 182 aircraft), two cameras is the preferred methodology.</li> <li>d. <b>Camera 1:</b> Set up to be angle-forward facing and view both Pilots (or the PIC in a Single Pilot Aircraft) and view the cockpit forward facing windows as much as feasible.</li> <li>e. <b>Camera 2:</b> Set up to View the Primary Flight Instruments of the <u>Flying Pilot</u> clearly.</li> <li>f. <b>Audio:</b> Connect one camera (either one) to the aircraft intercom and ensure intercom and radio transmissions are recorded. Set the other camera to record cockpit ambient noise and any communications external to the intercom.</li> <li>g. All equipment to be supplied, set up and tested by the stakeholder. (See Pretest Evaluation (a) on page 4)</li> </ol>		

## Remote/Recorded View Flight Check

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3	<b>DATA use, retention and Destruction</b>	<ul style="list-style-type: none"> <li>a. All recordings (video and audio) are the sole property of the Operator. The authority and responsibility to delete digital files lies solely with the Operator.</li> <li>b. Ideally FAA personnel will review recordings in ‘view only’ format (such as the use of YouTube) and will avoid downloading any recordings to the maximum extent possible. If circumstances required downloading the recordings for review, they will be deleted by the ASI as soon as possible after the video review is complete and the debrief has been performed.</li> <li>c. Though the data remains the sole property of the Operator it is highly suggested that the Stakeholder be advised to also delete recordings to preserve personal information.</li> </ul>	ALL	

## Remote/Recorded View Flight Check

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4	<b>Pre-Test Evaluation</b>	<ul style="list-style-type: none"> <li>a. Before the planned event, a test will be run to ensure visibility and audio are sufficient for needed surveillance (aircraft and avionics powered up) as well as showing the ability to upload video/audio to a 'digital location' that is accessible to the ASI. This will be coordinated with the FAA Safety Inspector conducting the surveillance. Uploading recordings to YouTube, Vimeo, or Google-Drive are examples of common means used for sharing recordings.</li> <li>b. Contact the operator and ensure they are in agreement to conduct the evaluation in this manner, to include acceptance of responsibility for purchase, set up, and testing the equipment.</li> <li>c. Have the operator conduct a test of the process:               <ul style="list-style-type: none"> <li>i. Describe to the operator the desired viewing angles</li> <li>ii. The Operator will set up all equipment and conduct a practice recording by turning on the camera(s), applying power to the aircraft avionics, perform an audio check of the intercom and radio receive/transmit functions (i.e. check ATIS, perform a radio check with Ground Control, etc.)</li> <li>iii. The Operator will then upload the recording(s) and send a link / notify the ASI where to view them.</li> <li>iv. The ASI will review the recordings and, if needed, provide feedback to the Operator on any needed adjustments to camera angle(s).</li> <li>v. If a second test is needed, the ASI will inform the Operator and the above sequence will be repeated.</li> </ul> </li> <li>d. At least one day prior to the event, the ASI will send a video link invitation (such as Zoom or Teams) to the Operator (and any other participating ASI) which will include any additional comments for conduct of the event. For example, if there are additional FAA ASI's on the meeting for OJT or oversight, the ASI might instruct them to have their video and audio muted during the event so as to avoid unnecessary perceived pressures or distractions by the Operator / pilots.</li> </ul>	ALL	

## Remote/Recorded View Flight Check

5	<b>Event Sequence</b>	<p>a. Ground Evaluation: All ground events such as aircrew ID / pilot document review, oral evaluation, flight briefing, Check Pilot briefing, pre-flight inspection, passenger briefing and post-flight debriefing will be conducted via real-time conferencing (ZOOM or Teams).</p> <p>b. Safety Pilot briefing (if applicable). Ensure the Safety Pilot fully understands his/her role and, unless safety of flight is compromised, they are not to assist the PIC in an any manner. They must understand this will invalidate the entire check ride / observation.</p> <p>c. The ASI will coordinate with the Check Pilot and / or email a Flight Event Checklist to the PIC / Check Pilot listing all maneuvers and events that must be completed during the flight. Of note, this sequence can also be asked of / presented by the PIC / Check Pilot as long as there is a comprehensive plan that is pre-coordinated.</p> <p>d. Walk-Around/Pre-Flight: All Pre-Flight activities will be accomplished while connected to a real time video conferencing application via a device capable of being out near and around the aircraft. This allows the ASI to see what the applicant is looking at and ask questions as they come up. The session will conclude just before engine start and <u>after</u> starting the in-cockpit camera(s).</p> <p>e. Flight: Once the preflight sequence is complete (checklists / flows) and is viewed by and approved live by the ASI, the Pilot / Check Pilot will:</p> <ul style="list-style-type: none"> <li>-- Start the Video Camera(s)</li> <li>-- Show the current time to each camera from a watch or cell phone and verbally state the time out loud.</li> <li>-- Show the current tach or hobbs meter.</li> <li>-- End the ZOOM / Teams session.</li> <li>-- The Pilots will then conduct the flight as previously determined and complete the task checklist.</li> <li>-- Once the flight has concluded and the shutdown checklist is accomplished, the Pilot / Check Pilot will show each camera the current time via a watch or cell phone and then shut down the cameras.</li> <li>-- The PIC / Check Pilot will contact the ASI via ZOOM/ Teams to notify the ASI that the check ride is complete, what the total block-time was, showing the ASI the current tach or hobbs meter, and will immediately proceed to upload the video(s) to the predetermined venue for review. This will allow the ASI to determine an appropriate time to reconvene for the debrief.</li> </ul>	ALL	
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## Remote/Recorded View Flight Check

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		<p>f. Once the Video is uploaded and ready for review, the Operator will inform the ASI who will immediately review the recordings. The ASI will then notify the Operator that he / she is ready to conduct the post-flight debriefing(s). For example, if the upload was completed at 11:00am, and the PIC notified the ASI that the chock-time was 1.7 hours, the ASI might set a debrief time of 1:30pm; allowing enough time for the ASI to review the video and compile any notes.</p> <p>g. If circumstance prevent immediate viewing / debriefing, the ASI will inform the Operator and coordinate for completing the debrief no later than one (1) business day after the event.</p> <p>h. The debrief will be accomplished via VCT as scheduled by the ASI. Any aircrew involved in the check ride <b>MUST</b> be present.</p> <p>i. Once the debrief is complete the ASI will send E-signed documents for the check ride to the operator for their records and notify the pilot(s) / Check Pilot of any failures that need addressing.</p> <p>j. Once complete, the ASI will delete any video / audio files downloaded during the sequence.</p> <p>k. <b>SAFETY OF FLIGHT:</b> It must be emphasized that the video / video equipment and their operations must never interfere with in-flight safety. The aircrew must never compromise safety of flight to attend to some camera malfunction. <b>SAFETY OF FLIGHT IS THE HIGHEST PRIORITY.</b></p>		
6	<b>PTRS/SAS</b>	Complete a SAS Activity or DCT entry as directed by the guidance and enter “VCT” in the (local) comment area.		

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7	<b>Items of Importance</b>	<ul style="list-style-type: none"> <li>a. Use of this process is intended as the ‘last option’ when no other in-person options are available or feasible.</li> <li>b. It must be made clear to the Operator that should a failure of the video and / or audio recordings occur (complete failure, significant gaps in continuity, or any altering of the video / audio), that the check ride may be invalidated at the discretion of the ASI and the check ride (or parts of it) would then have to be re-accomplished.</li> <li>c. Since the ASI will not be physically present in the aircraft, EBC currency is not required.</li> <li>d. All Video / Audio recordings are the property of the Operator and are considered one time use and private.</li> <li>e. FAA personnel will use every means possible to avoid downloading recordings. They should be viewed on the digital platform as ‘view only’.</li> <li>f. If any recordings are downloaded, they will not be retained in any way and will be deleted immediately upon completion of the debriefing.</li> <li>g. It will be emphasized to the Operator that it is highly recommended they delete all recordings also.</li> <li>h. ASI decisions on check rides conducted in this manner are final.</li> <li>i. The FSDO may have more than one ASI participate in this process on a given event for training purposes only.</li> <li>j. Battery changes should be accomplished on the ground with the aircraft stopped and the parking brake set. Such event(s) must be announced on the video with the time shown to the camera before changing the battery and after the camera is restarted.</li> <li>k. If an in-flight battery change is required the pilot will use due diligence and common sense to ensure flight safety is not compromised. The change will be announced with the time shown to the camera before the battery change and again after the camera is restarted.</li> <li>l. The aircrew should be reminded that flight safety is always the highest priority and should never be compromised.</li> </ul>	ASI	

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7	<b>Disclaimers / event briefing</b>	<p>a. The ASI should conduct a brief overview of the type of evaluation and sequence of events to include a documents check (as appropriate). If the event is a Check Pilot observation, the following must be briefed before handing over the event to the Check Pilot:</p> <p>b. The following will be read to the Operator during the beginning of the VCT meeting to ensure thorough understanding of responsibilities, expectations and limitations:</p> <ul style="list-style-type: none"> <li>i. Use of video technologies for flight evaluations is intended as the ‘last resort’ option. The desired methodology is to conduct these events ‘in-person’, and in the future the expectation is that evaluations will continue to be conducted in-person to the maximum extent practical.</li> <li>ii. Recorded material is the sole property and responsibility of the Operator. The Operator agrees to allow FAA personnel to view / listen to these recordings as a means to validate in-flight evaluations.</li> <li>iii. The Operator agrees to download recordings to a digital location, making them accessible to FAA personnel. FAA personnel will use all means possible to review recorded material in a ‘view only’ manner and will avoid downloading any recordings. Such recordings will in no way be retained, shared or propagated by FAA personnel.</li> <li>iv. If any recordings are downloaded by FAA personnel, such recordings will be deleted, in their entirety, immediately after completion of the evaluation.</li> <li>v. Interruptions, alterations or failures of video and/or audio recordings, such as equipment failures or recorded data corruption, may render the evaluation void. The Operator agrees that the FAA Inspector conducting oversight has the final authority to determine if any, or all, of the Evaluation must be re-accomplished due to failures, interruptions, alterations or data breach.</li> </ul>		