



**HEADQUARTERS**  
**MASSACHUSETTS WING CIVIL AIR PATROL**  
United States Air Force Auxiliary  
30 Patrick Loop Bldg. 1121, Hanscom AFB MA 01731  
(781) 377-7023 Wednesday evenings  
DSN 478-7023  
Mail: P.O. Box 656, Bedford, MA 01730-0656

3 Sep 2012

MEMORANDUM TO: MAWG Pilots, Squadron DO, Squadron CC

FROM: MAWG DOV

SUBJECT: Checklist for Form 5/91 checkrides.

Please use the following checklist when meeting with your Check Pilot for a checkride.

**First Time Check Ride**

1. Copies of his/her Pilot Certificate(s), Medical Certificate
2. Signed Statement of Understanding (May be done on line)
3. Signed last 2 pages of log book w/ columns totaled & evidence of Flight Review
4. 60-1 test certificate within 60 days of checkride.
5. Copies of test results for Cadet Orientation appointment
6. Aircraft questionnaire(s) completed
7. CAPF 5/91 blank form, current edition
8. Must be FAA current to carry passengers
9. Completed Level 1
10. Must be in uniform per CAPR 60-1

**Annual Standardization Ride**

1. Blank Form 5/91, current edition
2. A/C questionnaire (s), completed
3. 60-1 exam results
4. Copies of test results for Cadet Orientation appointment (first time appointment only)
5. Any **changed** FAA documents. If nothing has changed, no need to copy certificates.
6. Show your Check pilot evidence of:
  - a. 90 day currency
  - b. current medical
  - c. current flight review
  - d. current CAP ID card
  - e. pilot certificate
  - f. photo ID

Unless pilot contact information has changed since the last standardization ride or an additional qualification is requested, no additional paperwork is required. If the pilot wishes to gain additional qualifications, evidence of training shall be presented to the check pilot and copies of the documentation submitted with the Form 5 paperwork.

Remember, the pilot is not on the roster until validated by Wing HQ. Also, being qualified as a Cadet Orientation Pilot, Instructor Pilot, or Check Pilot requires appointment by the Wing Commander. Acting in those capacities prior to official appointment is not authorized.

Thank you for your cooperation in following this procedure. Fly safe.

Mark Jacobs, Major, CAP  
MAWG DOV

cc: