

### Stage Check Guidelines

1. **Customer Feedback**-Discuss any concerns or acquire feedback on the training received and the effectiveness of the primary instructor.
2. **Folder Check**-Verify the customer's folder is complete and accurate prior to the progress check. All lessons must be documented, signed and dated. Any continued items must have a line entry with the continued items completed. All quizzes must be completed, scored, and corrected to 100%. The customer must pass each quiz with a minimum 80% score.
3. **Log book/Certificate Review**-Verify logbook, medical, and student pilot certificate for the appropriate endorsements, flight experience, limitations and expiration dates.
4. **PTS Standards**-Verify the customer is aware of the PTS standards, special emphasis items, appropriate for the stage of training.
5. **Oral Exam**-Use scenario based questions whenever possible, most of the oral exam can be accomplished during the review of the cross country flight plan when available. Do not ask questions from outside the stage or study material. Keep the level of knowledge appropriate to the rating or license.
6. **Pre-Flight**-Observe the pre-flight and question the customer about the airframe, performance, systems and airworthiness.
7. **Flight**-Observe that the customer adheres to Leading Edge Aviation Safety procedures, standardization, and are completed to the appropriate PTS and or syllabus stage standards. The customer should use the appropriate checklist throughout the flight. Safety and sound aeronautical decisions appropriate to the level of training shall be demonstrated at all times.
8. **Post Flight**-Assist with the tie down and securing of the aircraft. Accompany the customer to the office. Do not leave the customer alone to secure the airplane.
9. **Post Brief**-Conduct the post brief in an office with privacy. Explain to the customer the findings during the flight, discuss the discrepancies, and offer solutions. End the post brief with a positive comment; acknowledge the items that went well during the flight. Post flight debriefs should be observed by the customers primary instructor, and may be observed by other Leading Edge Instructors as long as they do not participate in the evaluation process.
10. **Instructor Evaluation**-Schedule a time to meet with the Chief Instructor or Assistant Chief Instructor to discuss the stage checks. The stage check instructor and the customers' primary instructor must attend the meeting.