



HAWKES BAY & EAST COAST AERO CLUB



STANDARD OPERATING PROCEDURES (SOP)

Signed & Authorised by Club President:



Table of Contents

1. ADMINISTRATION

- 1.1 General
- 1.2 Application for Membership
- 1.3 Aircraft Booking Procedures
 - 1.3.1 Booking aircraft
 - 1.3.2 Booking aircraft for multiple days
 - 1.3.3 Booking cancellations
 - 1.3.4 No-shows
 - 1.3.5 Sign out procedures
- 1.4 Member Responsibilities
 - 1.4.1 Members currency requirements
 - 1.4.2 Additional member responsibilities
 - 1.4.3 Bringing non-members to the airfield
- 1.5 Under 18-Year-Old Members
 - 1.5.1 General Information
- 1.6 Member Accounts
 - 1.6.1 General Information
 - 1.6.2 Overdue Accounts
- 1.7 Aero Club Access
 - 1.7.1 Securing the Facility
 - 1.7.2 Reporting of Suspicious Persons
 - 1.7.3 Contractors entering aerodrome site
- 1.8 Inter-club Flying
 - 1.8.1 Hiring club aircraft by affiliated club members
- 1.9 Private Aircraft
 - 1.9.1 Private Aircraft Parking
 - 1.9.2 Private Aircraft in Aero Club Hangar
- 1.10 Commercial Operations by the Aero Club

2. PILOT PROFICIENCY AND CURRENCY

- 2.1 General
- 2.2 Aero Club Proficiency
 - 2.2.1 Make and Model Checks



2.3 Proficiency Requirements

2.3.1 Non-club members

3. OPERATIONAL RESTRICTIONS & AREA PROCEDURES

3.1 Authority and Waivers

3.2 Operational Restrictions

3.2.1 Beach Landings

3.2.2 Strip Landings

3.2.3 Formation Flying

3.2.4 Aerobatic Flying

3.2.5 Night Flying

3.2.6 Gliding Operations

3.2.7 NORDO Aircraft

3.3 Area Procedures

3.3.1 Low Flying Zone

3.3.2 Training Areas

3.4 Cross country flight requirements (greater than 25nm)

3.4.1 Flight Plans

3.4.2 Survival Equipment

3.4.3 Remaining Overnight Procedures

3.4.4 Weather Recall/Severe Weather

3.4.5 Weight and Balance

3.4.6 Fuel Reserve

3.5 Solo Flight Supervision by Instructors

3.5.1 Solo Flight – first 3 hours and SOHRJ

4. AIRMANSHIP & GENERAL REQUIREMENTS

4.1 Airmanship

4.1.1 Pre-flight

4.1.2 Carriage of Dangerous goods/Firearms

4.1.3 Passenger Briefing

4.1.4 Taxiing

4.1.5 Fuelling

4.1.6 Run-up

4.1.7 Post-flight



4.1.8 Collision Avoidance and Wake Turbulence

5. MAINTENANCE OPERATING PROCEDURES

5.1 General

5.2 Servicing

5.2.1 Adding Oil

5.2.2 Maintenance Records

5.3 Maintenance Away from Base

5.4 Grounding of Aircraft

5.4.1 Procedure for Pilot grounding aircraft

5.4.2 Procedure for Maintenance Co-ordinator grounding aircraft

5.4.3 Return to Service with Inoperative Items

5.5 Proper Write-Ups and Sign-Offs in the Aircraft Maintenance Record

5.6 Maintenance and Inspection Procedures

5.7 Aircraft Status Boards

5.8 Preventive Maintenance

5.9 Aircraft Damage

6. APPENDIX

6.1 "Query on aircraft" form

6.2 "Flight Authorisation" form



Terminology / Abbreviations

CFI

Chief Flying Instructor or acting Chief Flying Instructor.

Club Instructor

Instructor employed by the Aero Club.

Senior Club Instructor

Supervising instructor in the absence of the CFI

PIC

Pilot in Command.

Maintenance Co Ordinator

Designated by Exec Committee to oversee the maintenance of the Club fleet

Manual Introduction

The purpose of the SOP is to consolidate information on membership responsibilities, local airfield procedures, and operational restrictions and requirements with the intent of providing a safe flying environment. All pilots are expected to follow the guidelines in this document. However, the club recognises that rules cannot be written to cover all possible situations. The club CFI should be approached if there are any queries. Nothing in this document relieves the Pilot in Command (PIC) of complying with appropriate Civil Aviation Regulations.



1. ADMINISTRATION

1.1 General

- The Aero Club Standard Operating Procedures document is a key Controlled document that may only be amended by the CFI or President. Amendments must be recorded in the amendment record page 2 and do not become official until reviewed by the Executive Committee and signed by the President.
- All Club flying is conducted under the authorisation of the CFI.
- The Club Executive Committee gives the CFI the authority to refuse flying privileges, at any time.
- All Club Instructors report to and follow the direction of the CFI.
- The CFI or Club Instructor may at any time request to view a Club member's pilot license, medical certificate and log book.
- The CFI or Club Instructors decision concerning the suitability of the weather, or any other reason, concerning the flight is final.
- Subletting of Club aircraft is not permitted.

1.2 Application for Membership

- Applications for membership must be made using the "membership application form" which can be downloaded from the Club website or obtained from the Club reception area.
- Membership applications will be presented to the Committee at the monthly meeting for review.
- No flying or hiring of Club aircraft is to be carried out until the standard indemnity clause (which is part of the Club application) is signed and returned to the Club.
- All aircraft hire costs are to be paid in advance or immediately after the flight, while the membership application is being considered.
- Membership fees must be paid at the time application is made. These will be refunded if membership application is not accepted.

1.3 Aircraft Booking Procedures

1.3.1 Booking aircraft

- All aircraft and instructor time are to be booked using the Paper Aviator System (PA). Provisional bookings can be made on the system by Club members. These provisional bookings must be confirmed by an authorised Club staff member before they can proceed.
- Aircraft should be booked for enough time to complete the pre-flight and fuelling of the aircraft.
- Prior to departure all flights must be authorised by either the CFI or a Club instructor.
- All flights must have their booking "checked out" prior to departure and their booking "checked in" on return by an instructor.
- When departing for the flight the PIC should take note of the aircraft's next scheduled booking time. If you are delayed during your flight you should contact base (the office) to advise an updated ETA.

1.3.2 Booking aircraft for multiple days

- Permission for a multiple day booking, must be sought and approved by the Club CFI.

1.3.3 Booking cancellations

- Flight cancellations should be made ASAP by cancelling on the PA system. If cancelling within 24hrs of the booking start time, the member making the cancellation shall also advise directly the aero club office so that the time slot may be used elsewhere.



1.3.4 No-shows

- If an aircraft has been booked and there is a repeated pattern of “no-shows” the Club Executive Committee, at their discretion, may charge for the entire time that the aircraft had been reserved.

1.3.5 Sign out procedure

All flights

- The PIC takes the relevant sign-out form to an instructor and they discuss/complete flight details and if approved, the instructor will sign off the form.
- For local flights the "flight authorisation form" is to be used, for cross country flights the " Pilot Cross Country Authorisation Checklist" is to be used.
- The authorising instructor's decision regarding the flight, and any additional requirements for the flight, are final.

1.4 Member Responsibilities

1.4.1 Members currency requirements

- It is the responsibility of members to track and maintain all of their aircraft currency, BFR and medical compliance. The aero club will not advise members as to when these are due.

1.4.2 Additional member responsibilities

- Members must provide copies of their current documentation, including licenses and medicals, if requested and keep an accurate and up to date record of flying in their logbooks.
- Aircraft must be returned in a clean state, including leading edges, rubbish removed, mud on spats, etc., and it is the responsibility of the member to ensure the plane is clean after use.
- Members must provide accurate and current personal information to the aero club including home addresses, phone/cell numbers and e-mail addresses.

1.4.3 Bringing non-members to airfield

- Members bringing non-members to the aerodrome or Aero Club, will be responsible for them complying with Aero Club rules.

1.5 Under 18-Year-Old Members

1.5.1 General information

- Members under 18 years of age must have parental/guardian approval for all flights.
- Members under 18 years of age are the responsibility of the parent/guardian whilst on Aero Club property.
- No under 18-year-old is allowed in the Aero Club bar without parental/guardian supervision.

1.6 Member Accounts

1.6.1 General information

- Members are required to pay for flights at the completion of the flight.
- Members are charged monthly for any outstanding hire of aircraft, instructor fees and miscellaneous costs i.e landing fees, hanger fees, etc.
- Monthly invoices must be paid by the 20th of the month following.

- Account payments may be made on-line or at reception.

1.6.2 Overdue accounts

- If an account remains overdue by more than 3 months a debt collection agency will be assigned to recover the debt, all charges for debt recovery will be added to the member's account.
- The Club Executive Committee, at its discretion, may suspend the member from hiring any aircraft until the debt has been repaid in full. Also, the Committee may decide to place the Club member on an advance payment bases for future aircraft hire.

1.7 Aero Club Access

1.7.1 Securing the facility

- The last instructor, staff member or member leaving the Aero Club is responsible for ensuring the facility is left secure including;
 - All windows and doors (including upstairs) and hanger roller doors are closed and locked.
 - All aircraft are to be secured.
 - Office lights, hangar lights, heaters and air conditioning units are turned off.
 - The alarm is set.
- Keys and alarm code access is limited to Club president, Club Executive, CFI, Senior Instructors, club captain, club receptionist as well as Air Hawkes Bay Staff.

1.7.2 Reporting of suspicious persons

- Report any suspicious persons or packages to Aero Club officials or the police immediately.

1.7.3 Contractors entering aerodrome site

- All contractors entering the aerodrome site must report to aerodrome management to be briefed and the contractor register & acknowledgement signed, before commencing any work.
- If work is to be carried out on the air-side of the aerodrome this must first be approved by the CFI.

1.8 Inter-club Flying

1.8.1 Hiring club aircraft by affiliated club members

- Hiring club aircraft by affiliated club members is allowed at commercial rates. For Flying NZ competitions aircraft may be made available at club member standard rates, this is at the discretion of the Aero Club Executive Committee.
- The Club reserves the right to not hire any of its aircraft to a non HBECAC member.

1.9 Private Aircraft

1.9.1 Private Aircraft Parking

- Private aircraft may be parked overnight on the eastern boundary between the Jet hangar and the satellite classrooms site.
- Longer term parking must be approved by the CFI and may incur a fee.
- It is the responsibility of the aircraft owner to ensure aircraft security.

1.9.2 Private Aircraft in Aero Club Hangar

- All private aircraft parked in Aero Club hangars (overnight as well as long term) must be approved by the CFI.
- Long term parking is charged at rates set by the Aero Club Executive Committee.

1.10 Commercial Operations by the Aero Club

- No commercial operations or scenic flights are to be carried out by an aero club member, the Aero Club or it's instructors acting on behalf of the Aero Club.
- All ATOP and CTOP flights must be referred to Air Hawkes Bay.



2. PILOT PROFICIENCY AND CURRENCY

2.1 General

- At any time, the CFI or Senior Instructor may decide that the pilot will require currency/competency training for a particular flight, e.g. night flying, crosswind landings etc.

2.2 Aero Club Proficiency

2.2.1 Make and Model Checks

- Club members shall be competent in the make and model of the aircraft that they will be flying, as an example;
- If you have a rating in Cessna 172 R (analogue instruments) “JKA” you will have to demonstrate proficiency on the Cessna 172 S (Glass instruments) “JMR/JSD” before being authorised to fly that model.

2.3 Proficiency Requirements

2.3.1 Non-Club members

- Must present a current pilot license, medical cert, photo ID & logbook.
- They must operate in accordance with all club rules and procedures.
- They will also require a check flight to be completed to the satisfaction of the CFI, this flight will be relevant to the intended flight.
- A deposit may be requested prior to the hiring of the aircraft.

3. OPERATIONAL RESTRICTIONS / AREA PROCEDURES

3.1 Authority and Waivers

- This chapter covers items specific to the Hawke's Bay and East Coast Aero Club and local area operations.
- Waiver authority for procedures contained in this SOP rests solely with the Chief Flying Instructor.

3.2 Operational Restrictions

3.2.1 Beach Landings

- Beach landings can only be approved by the CFI and must have specific sign-out.

3.2.2 Strip Landings

- Strip landings can only be approved by the CFI and must have specific sign-out

3.2.3 Formation Flying

- All formation flying must be approved by the CFI and must have a specific sign-out. This includes private aircraft participating in a formation flight with Club aircraft.
- All other formation flying information will be included in the "Instructor Guide/Manual"
- Must also comply with Rule 91.227

3.2.4 Aerobatic Flying

- The Club is unable to issue aerobatic ratings.
- To perform aerobatics club members must have a current aerobatic rating.
- Club members with aerobatic ratings must have a check flight with CFI approved instructor every 180 days to utilise Club aircraft for aerobatics.
- An aerobatic specific sign out is required for solo flights, sign out must be with a club instructor.
- No aerobatics to be performed overhead the field unless authorised by CFI and must not be performed below 3000ft.
- Aerobatics must be performed in an aerobatic aircraft.
- Aerobatics must not be performed below 3000ft agl with passenger and 2000ft agl solo.
- The 'G' meter must not be reset at the end of an aerobatic flight.

3.2.5 Night Flying

- Hastings Aerodrome has a night circuit training curfew of 10:00PM – 07:00AM. The aerodrome is open 24/7 for arrivals and departures.

3.2.6 Gliding Operations

- While gliding is in progress, pilots of powered aircraft should avoid using the overhead joining procedure, at Hastings. Due to the simultaneous dual circuits in use, providing no non-traffic side.

3.2.7 NORDO Aircraft

- Nordo aircraft operating or arriving at Hastings aerodrome should phone the Aero Club office and advise intentions.
- Intentions will be relayed to other aerodrome aircraft, via base radio.

3.3 Area Procedures

3.3.1 Low Flying Zone

- The Aero Club is the designated operator of the Low Flying Zone.
- Low flying must only take place within the boundaries of the designated Low Flying Zone
- All flights into the low flying zone must be with an Instructor.
- No passengers are allowed

- Flights below 200' AGL are not recommended
- The PIC must establish by radio if any other aircraft are operating in the LFZ, then an establishment call, including intended duration and an exit call on departure of the LFZ.
- Private aircraft must first seek permission of the CFI or Senior Instructor prior to any flying in the low fly zone.

3.3.2 Training areas

- The following areas have been designated for specific training requirements:
 - Lake Poukawa,
 - Otane
 - Pakipaki,
 - Tukituki,
 - Mt Erin
 - Te Awanga,
 - Ocean Beach
 - Waimarama
 - Raukawa Valley,
 - Maraekakaho,
 - Low Fly Zone
- Also the Hastings Circuit is a designated training area and it is recommended that aircraft operating in the circuit is limited to four, when possible.
- A 'Final' call MUST be made whilst operating in the circuit. E.g. 'Hastings Traffic FJS is final 01 Touch and Go'
- The PIC must broadcast their intentions to enter a training area prior to entering, including intended duration, and on exiting.

3.4 Cross country flight requirements (greater than 25nm)

3.4.1 Flight Plans

- Before departing base, the PIC shall fill in a detailed description of the intended route and intentions on the cross country sign out form.
- Any deviations to the intended flight plan should be advised to the Hastings base.

3.4.2 Survival equipment

- The PIC shall ensure the emergency equipment is in a suitable state before commencing the flight, (Axe, fire extinguisher, and first aid kit).
- For flights over water, life jackets must be carried.

3.4.3 Remaining Overnight Procedures

- For aircraft remaining overnight at locations other than Hastings aerodrome the aircraft must be either hangered or picketed/chocked and control locks put in place.
- Aircraft should also be locked and items of value removed.

3.4.4 Weather Recall / Severe Weather

- If diverting due to weather, advise your sign-out instructor or Aero Club office.

3.4.5 Weight and Balance

- The PIC shall ensure the aircraft is operated within the C of G allowances at all times.
- All flights must have a weight and balance completed whether it be electronically or via the approved Club weight and balance form.
- In the case of completed electronic weight and balance calculations the following applies:

- The completed loadsheet must be saved to an Aero Club computer at location *Desktop-Weight & Balance Loadsheets – Completed Loadsheets*
- The format for saving these will be P in C initials, Student initials (if applicable), Aircraft Registration, date (DDMMYY). eg; RH LS EQB 030622.
- The CFI will, monthly, transfer this information to *HBECAC SharePoint-Ops Documents-Weight and Balance Records*. Each month shall have its own folder.
- In the case of manual weight and balance forms, these, once completed are to be placed in the pigeonhole labelled “Complete Manual W&B Forms”. These will be cleared by the CFI, scanned, and uploaded to *HBECAC SharePoint-Ops Documents-Weight and Balance Records*.

3.4.6 Fuel Reserve

- Fuel consumption must be calculated to ensure a 45 minute fuel reserve is available upon reaching destination.

3.5 Solo Flight Supervision by Instructors

3.5.1 Solo Flight – first 3 hours & SOHRJ

- A student completing their 3 hour solo circuit consolidation and solo SOHRJ lessons by day must be actively supervised by the sign out instructor. Actively supervised means the instructor is on the ground, has an unobstructed view of their aircraft whilst it is joining/in the circuit and can communicate with the student via base or handheld radio.
- In the case of a dual/solo check where the instructor has vacated the aircraft and it is likely the student will be airborne before they arrive back at the aero club building (e.g. when walking back from the 19 holding point) a handheld portable radio must be carried (unless the instructor has prearranged for the active supervision of the student by another instructor).
- The supervising instructor to broadcast on the radio to advise traffic that such fresh solo students will be operating in the circuit.

4. Airmanship and General Requirements

4.1 Airmanship

4.1.1 Pre-flight

- The PIC must complete a pre-flight in accordance with the flight manual for every flight.
- Also, it is required that for the first flight of the day the Tomahawks be checked for damaged air intake gauze and worn linkages in the air box.

4.1.2 Carriage of Dangerous goods/Firearms

- Dangerous goods may be carried in accordance with the CAA Part 92 and with prior approval of the CFI.

4.1.3 Passenger Briefing

- The PIC shall conduct a passenger briefing and/or ensure the passenger is familiar with the contents of a passenger brief, before engine start.

4.1.4 Taxiing

- Taxiing shall be conducted at a speed less than a brisk walking pace.
- Taxiing between the BP fuel pumps and the Aero Club should be avoided.
- Taxiing through rough terrain, long grass, gravel, and soft surfaces should be avoided.

4.1.5 Fuelling and defueling

- Aircraft should be parked into wind, brakes-off, and passengers unloaded for refuelling
- Under no circumstances is "hot refuelling" allowed.
- A fuel sample shall be taken and examined before each flight.
- Defueling is to be undertaken by trained and approved persons only. Defueling is to be conducted under the supervision of a maintenance provider and or the CFI.
- No fuelling in an enclosed area.
- When refuelling from a container, container must also be separately bonded to the aircraft. Use approved, filtered funnel.
- Fuel must be stored in approved containers. Do not store for longer than necessary. Maximum 20 litres to be stored in any shedding at any time.
- Avgas sales can only be pumped by holders of a Pilot Licence or appropriately trained Club staff. Sales must be paid at the time and recorded in the avgas sales register.
- Mogas can only be dispensed to Club aircraft by appropriately trained Club staff and members as recorded in the Club Mogas register. Records of all mogas pumped must be recorded in the register.

4.1.6 Run-up

- Doing carburettor heat checks in the tomahawk should be avoided on the grass, where possible, due to possible foreign material entering fuel system.

4.1.7 Post-flight

- The aircraft shall be left in a clean state after use. Any aircraft damage or defects must be reported.
- Including a minimum fuel of 20 litres per tank for the PA38 & 50 litres per tank for the C172/PA28
- If the Hobbs is half ticked over, the PIC shall take the larger time to be recorded on the tech log.

4.1.8 Collision Avoidance and Wake Turbulence.

- All aircraft should take into consideration wake turbulence.
- All aircraft shall make sure they allow sufficient time for wake to dissipate from helicopters and other larger aircraft.

Table 2 - Arriving aircraft

Leading aircraft	Following aircraft	Minimum time
Super	Super	2 minutes
	Heavy	2 minutes
	Medium	3 minutes
	Light	4 minutes
Heavy	Heavy	2 minutes
	Medium	2 minutes
	Light	3 minutes
Medium	Light	3 minutes

Table 2 is from AIP New Zealand AD 1.7 Para 1.4.2.

Table 2 shows the time-based separation standards for arriving aircraft using the same runway (or parallel runway separated by less than 760 metres) or if the projected flight paths are expected to cross at the same altitude or less than 1000 feet below.

Table 3 - Departing aircraft

Leading aircraft	Following aircraft	Minimum spacing at time aircraft are airborne	
		Departing from same take-off position	Departing from intermediate take-off position
Super	Super	2 minutes	3 minutes
	Heavy	2 minutes	3 minutes
	Medium	3 minutes	4 minutes
	Light	3 minutes	4 minutes
Heavy	Heavy	2 minutes	3 minutes
	Medium		
	Light		
Medium	Light	2 minutes	3 minutes

Table 3 is from AIP New Zealand AD 1.7 Para 1.4.3.

Table 3 shows the time-based separation standards for departing aircraft using the same runway (or parallel runway separated by less than 760 metres) or if the projected flight paths are expected to cross at the same altitude or less than 1000 feet below.

These separation standards are the **minimum** and the effects of wake turbulence may still be experienced even beyond these distances.



5. MAINTENANCE OPERATING PROCEDURES

5.1 General

The aim is to have a fully operational fleet at all times. To this end any irregularities discovered either randomly or during pre-flight are to be reported to the Maintenance Co-ordinator for action.

5.2 Servicing

5.2.1 Adding oil

- Minimum oil levels
 - PA38's 4.0 quarts (local operations), 5.0 quarts (cross-country)
 - C152's 4.0 quarts (local operations), 5.0 quarts (cross-country)
 - PA28 6.0 quarts (local & 6.5 quarts cross-country)
 - C172's 6.0 quarts (local & 6.5 quarts cross-country)
 - Procedure for filling aircraft;
 - Unlock oil cabinet in Tomahawk hanger (code in reception), ensure correct oil type is used (check oil filling flap on aircraft), use a minimum of one quart, fill in oil register on side of the oil cabinet.

5.2.2 Maintenance Records

- All maintenance records for all aircraft are retained by HB & EC Aero Club

5.3 Maintenance away from base

- Authorisation from CFI or the maintenance co-ordinator is required for any maintenance away from Hastings base.

5.4 Grounding of Aircraft.

5.4.1 Procedure for pilot query on aircraft.

- If a maintenance query is discovered that may affect the aircraft's airworthiness the following procedure should be followed.
- The CFI or Senior Instructor is advised of the defect.
- The aircraft should be made unavailable on PA.
- After consultation with maintenance provider the aircraft may be grounded or, if the defect allows, it may be returned to service.

Note: If it is found to be a defect then follow the procedure for defecting an aircraft (5.4.2)

5.4.2 Procedure for defecting an aircraft

- The defect is advised to the CFI or Senior Instructor
- The defect is noted in the aircraft's defect record.
- The defect is noted into the Paper Aviator records.
- PA is updated with the defect and status of the aircraft.

5.4.3 Return to service with inoperative items.

- Certain items are permitted to be inoperative for a limited period of time to enable parts or labour to become available for rectification in accordance with CAR pt 91. Certain instruments/items may be inoperative if suitably placard and approved by the maintenance co-ordinator / CFI.

5.5 Technical Log

- Each aircraft technical log contains reference to the key maintenance items of that aircraft along with a defect record.

- A record of all inspections , rectification of defects and permitted inoperative equipment, must be recorded in the tech log and released to service iaw Part 43 subpart C.

5.6 Maintenance and inspection programmes

- For all aircraft scheduled inspections must be carried out in accordance with the relevant program.

5.7 Aircraft Status.

- Aircraft Status is updated and displayed on Paper Aviator.

5.8 Preventative maintenance

- Pilots should always be observant of any potential issues which may be in their early stages so they may be prevented from developing further.
- All heavy landings or abnormal landings (e.g. porpoising, wheel barrowing) must be reported to the CFI or Senior Instructor, and the aircraft should be checked by the maintenance provider before it is returned to service.

5.9 Aircraft damage.

- Any items of aircraft damage must be reported to the CFI or Senior Instructor and the aircraft is either defectured or a 'queries on aircraft' form is generated. Sometimes an apparent small knock can have major effects.

6. Appendix

6.1 “Query on Aircraft” form

QUERY ON AIRCRAFT

[illegible]



6.2 “Flight Authorisation” form



Flight Authorisation

(ALL SECTIONS OF THIS FORM TO BE COMPLETED)

Pilot:	Aircraft:
Licence Type:	Date:
Medical Expiry: / /	B.F.R: / /
Last Flew: / /	Last Flew this type: / /

Brief Discription of Flight with Area / Routing:

Fuel? _____ ☐ Oil? _____ ☐
 Hours until next check? _____ Weight & Balance saved? ☐

Aircraft Queries/defects? _____

IMSAFE ☐ Do you have a Map? ☐ Weather ☐

Is the weather within your personal Minimas? _____

Passengers:

Name

Address/Phone (Next of Kin)

ETD:

ETA:

If anticipating flight over water, please carry sufficient lifejackets

Instructor: Signature	Pilot: Signature
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