



Flight Instructor Handbook

Version 1

Flying NZ Instructor Council

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Flight Instructor Handbook

Introduction

This is a Guide ONLY. The Flight Instructor Handbook is designed to provide tools to assist low hour Instructors to maintain safety and discipline as required by the Aero Club.

Purpose

The purpose of all instruction is to help students to learn the theory and skills of flight. The Flight Instructor's task is to see that learning occurs in a safe environment. When entering the field of flight instruction, the professional Instructor has to consider the objectives in the conduct of the tasks. One question the Instructor will ask, 'What must a Flight Instructor seek to accomplish in this safe environment?' This question relates to education, which in general has three distinct objectives; the use of existing knowledge, the discovery of new facts, and the safe translation of knowledge and facts into action by the student.

Flight Instructors serve as role models for the entire aviation community. Other pilots look to Flight Instructors as an expert; the manner in which they teach and the example they set impact on the safety culture of aviation.

This document has been divided into three parts.

Part One: The purpose of this part is to explain and give examples of the procedures of induction of a new Flight Instructor into an Aero Club.

Part Two: The purpose of this part is to explain and give examples of the documents required during an induction of a new Flight Instructor into an Aero Club.

Part Three: The purpose of this part is to explain, consider and to give examples of the day to day operation of an Aero Club including flight limitations required for safe, effective and efficient flight training.

List of Abbreviations

AGL	Above Ground Level
AME	Aviation Medical Examiner
ATC	Air Traffic Control
BFR	Biennial Flight Review
CAA	Civil Aviation Authority
CFI	Chief Flight Instructor
CPL	Commercial Pilot licence
ECT	Evening Civil Twilight
EFATO	Engine Failure After Take Off
FLWOP	Forced Landing Without Power
ID	Identification
IRD	Inland Revenue Department
KPI	Key Performance Indicators
LDG	Landing
NOTAM	Notice To Airmen
OH	Overhead
PIC	Pilot In Command
PPL	Private Pilot Licence
TEM	Threat and Error Management
TO	Take Off
VNC	Visual Navigation Chart
XW	Cross Wind

PART 1

FLIGHT INSTRUCTOR INDUCTION

The purpose of an effective induction ensures that new Flight Instructors can quickly learn the Aero Club's policies and procedures whereby the employees will adjust or acclimatise to their working environment. The goal is to ensure the individual understands the core information about their job, ensuring productivity as quickly as possible.

Flight Instructor induction programmes differ from club to club and also depend on the size of the Organisation. The induction programme is an essential and critical final piece of the hiring process so that the Instructor hits the ground running.

Benefits of an induction program include:

- Workplace Safety
- Increased retention rate
- Improved employee moral
- Increased productivity; and
- An increased sense of belonging and acceptance into the Organisation

Part 1 covers off some examples that can be used when creating or adding to your induction program.

Introduction – Welcome

Aero Club Vision and Mission

Aero Club Organisational Structure

Aero Club Job Descriptions and KPI's

Aero Club Uniform Issue and Standards

Aero Club Employee Commitment Statement

Aero Club Employment Contract

Aero Club House Rules

Aero Club Timesheet

Aero Club Leave Request Application

Aero Club ID Acknowledgement

Aero Club Code of Ethics

Instructor Photo

Questions and Answers

Premises Tour

People Introduction

PART 2

DOCUMENTATION

Aero Club's Manual Suite

Standard Operating Procedures to be read and signed

Operational Safety and Quality Policy to be signed

Health & Safety and Emergency Response

Accident Insurance Information

Keys

Allowances / Staff Benefits / Staff Purchases

Explain Frequency of Pay

Complete Bank Account Information

Complete IRD Forms

Hours of Work / Start Finish Times / Roster / Overtime / Additional Hours

Meals and Tea Breaks

Copy of Licence, Medical and Initial Instructor Rating Issue or Renewal Forms

Logbook Supervision Sticker signed

Explain C-Cat Supervision Form and Privileges of Licences

Aero Club's Flying 'By-Laws'

Explain the purpose and frequency of the Performance Review

Health, Safety and Emergency Procedures

- Workplace Health and Safety Policy and Requirements
- Health & Safety Committee and Representatives
- Health & Safety Information folder and contents (hazard register, reporting forms, guidelines)
- Trained First Aiders
- Location of First Aid Kits
- Emergency Wardens
- Outline the major hazards onsite e.g. petrol, moving parts / propellers on aircraft, workshop machinery, chemical, airside access. Full list is available in the Hazard Register and show where the register is located.
- Personal Protective Equipment e.g. hi-visibility clothing, hearing protection, eye protection will be provided and must be worn for certain tasks.
- Explain the procedure for reporting; new or potential hazards, incidents or accidents, injuries and accidents, suggested improvements
- Explain the Emergency Response Plan and procedures in more detail:
 - Fire extinguishers location and use of
 - Building evacuation
 - Fuel spill – fuel pump shut off switch/interceptor shut off valve/spill kit
 - Aircraft accident/incident

Explain the tarmac / airside procedure for staff and visitors – visitor's sign in book

Security ID: Airport ID Cards

Only trained or licensed operators are to use company equipment, vehicles and aircraft. You will need to provide proof of licenses held and advise if they are revoked or cancelled

Smoking is discouraged and only permitted in the car park and butts must be disposed of responsibly

Environmental Policy

Computer, Internet and Email Policy

Philosophy

The Aero Club recognises that computers, the internet and email are useful aids to communication and productivity if used properly.

Policy

The employer will where applicable provide equipment / computers to the employee. All care shall be taken by employees to keep equipment and employer's computers in good order.

No information contained on the employer's computers shall be reproduced and/or removed from the employer's premises other than that necessary for the employee to undertake their duties.

The employee is not to access areas of the computer that are not relevant to carrying out their duties with the Club without obtaining permission from management.

The employee may not use the employer's computers/printers for their own private use inside or outside work hours without management consent.

The employee must comply with all systems established by the employer with regards to email, Internet and Intranet use. This includes instructions relating to protection from computer viruses.

Email and internet messages are part of the employer's system and employer's property as are any documents, spreadsheets and/or presentations or any other material developed while employed by the Aero Club. The employer can therefore intercept and read email messages being sent or received on its equipment.

Electronic information stored or used by the employee in the course of the employee's employment may be assessed and monitored by the employer.

Email, intranet and the internet are business resources and are to be used for business purposes only. Unauthorised and/or inappropriate email, Intranet and or Internet use by the employee is prohibited.

Sending, copying or forwarding emails received with an offensive nature that may breach the Human Rights Act is an offence. Any emails which are offensive, pornographic, racist or in any way breach the Human Rights Act and have been received by the employee must be deleted from the hard drive. Attempting to browse the internet for, or downloading any material, information resources or files (including sounds, photos, movies, documents) of a nature that is considered abusive, offensive, racist, pornographic or non-business related is prohibited.

Employees will be held responsible for email sent from their computers.

All email messages should be appropriately and succinctly worded.

Creating/sending/exchanging email that is unrelated to the official business of the Club and may bring the Club into disrepute is prohibited.

Creating and/or forwarding of chain email is prohibited. Creating/sending/forwarding a message that is broadcast to a wide audience of Internet users and that is unwelcome or unsolicited (SPAM) is prohibited.

All business email must be printed and filed appropriately.

Email attachments should be saved as documents and filed appropriately.

Altering one's email address in such a way as to conceal one's identity is prohibited.

Reading, deleting, copying or modifying the email of another user is prohibited except as provided for in this policy.

All passwords are to be treated as confidential, under no circumstances should any password, personal or otherwise be disclosed to any other person.

The introduction of foreign software without the consent of management or the downloading and/or copying of software belonging to the employer is prohibited.

Because of the proliferation of computer viruses being forwarded by via email, if you receive an email from an unknown source, delete it immediately.

Where the employee authors, works on, or stores Club related documents on a computer that does not belong to the Club, then all such files are to be stored/held safe and secure with password protection. In the event of termination of employment, such files are to be saved to a storage device and forwarded to the Club. Hard copies of any materials likewise, and following this, all such files must be deleted/removed from the computer(s) concerned.

Any contravention of this policy shall constitute misconduct or serious misconduct depending on the seriousness of the behaviour/actions/omissions of the employee and shall lead to disciplinary action being taken against the employee.

I _____ have had demonstrated and discussed with me the Safety, Internet/ Computer/Email Policy and Operational Procedures. I understand and agree to abide with them at all times.

Signature: _____ Date: _____

Employers Representative Signature _____ Date: _____

Name: _____

PART 3

FLIGHT INSTRUCTOR OPERATIONAL GUIDE

Responsibilities of the Flight Instructor

The Flight Instructor shall carry out the following duties for flight training:

The Flight Instructor is responsible to the President / Chief Flight Instructor for:

- The safe and efficient conduct of flight training both on the ground and in the air and flying, including disciplines among Club members and students.
- Ensuring they have a working knowledge of the Aero Club's 'By-Laws'.
- Promoting and retaining a professional image to the Club members, students and visitors.
- Carrying out flight instructional services to the highest possible standard and always in compliance with the Civil Aviation Rules.
- Flight instruction to Private and Commercial Pilots, Instrument and Instructor Rating requirements.
- The preparation and presentation of briefings and lectures as and when required.
- Maintaining aircraft in clean and presentable condition.
- Maintaining office and Club rooms in clean and presentable condition.

The Flight Instructor as the Pilot in Command is responsible to the President/Chief Flight Instructor for:

- The operation and safety of the aircraft at all times while it is under his command.
- The safety of the persons and goods carried.
- The conduct and safety of the student.
- Final responsibility as to the disposition of the aircraft while she/he is in command.
- The maintenance of discipline of all persons on board.
- The carriage of a valid Certificate of Airworthiness, valid certificate of Annual Review of Airworthiness, Flight Record and Aircraft Technical Log in the aircraft before the commencement of any flight. The PIC is to sign the load sheet if required prior to departure.
- Ensuring all aircraft maintenance undertaken as scheduled as required and recorded in the appropriate document.
- Checking that the aircraft complies with the minimum equipment list as appropriate.
- That all relevant weather forecasts, meteorological information, NOTAM and Air Supplements pertinent to the flight have been properly studied and that the flight can be conducted in the conditions forecast for the route without prejudice to the safe operation of the flight.
- The compliance with all applicable Air Traffic Services instructions.

- Ensuring that all flight times and other entries are fully and correctly entered on the Flight Record form and any defects that arise during the flight are correctly recorded on the Tech Log.
- Any course of action which appears necessary in an emergency situation which, in the interests of safety, requires immediate decision and action. She/he may, in any situation, deviate from prescribed routes, methods, procedures or minima to the extent required by consideration of safety. When such an emergency authority is exercised, the Flight Instructor is to keep the appropriate Air Traffic Services unit fully informed regarding progress of the flight and the pilot's actions.
- The completion of an Occurrence Report on any such emergency decision involving a departure from the Aero Club procedures or any rules issued by any competent authority.
- Ensuring the completion of an Occurrence Report for any incident or event requiring investigation caused by or contributed to by a Club member or member of the public.
- Students in an obvious condition of drugs or alcohol intoxication shall not be allowed to embark onto the aircraft.
- Any student that becomes troublesome which may compromise the flight, the Flight Instructor may notify ATC at point of next landing for police assistance.
- In exercising this right, the Flight Instructor shall report the circumstances immediately to the President / Chief Flight Instructor and confirm the report in writing at the earliest opportunity.

Flight Instructors are responsible to the President / Chief Flight Instructor for Administrative Duties, these shall include:

- Ensuring all Civil Aviation Rules and other publications are maintained and adhered to.
- Ensuring personal Civil Aviation Rules and other publications and supplements are incorporated by the due date.
- Ensuring personal Pilot License, Ratings and recent experience is complied with.
- Ensuring flying hours of each aircraft are correctly recorded on the Flight Record and Data Sheet for computer input.
- Ensuring aircraft maintenance and procedures are complied with for safe operational practice.
- To assist in any Club's administrative duties as required.
- Ensuring that all windows and doors are secure prior to locking up in the evening.
- Securing all Club and leased aircraft at the end of each day's operations.
- Being available to commence duties at the start of the duty period and to remain on duty for the duration of the duty period.

Prior to take off, the Flight Instructor shall satisfy that the student has (where applicable) been instructed in:

The use of survival equipment (when carried) and its location within the aircraft including:

- Emergency exits.

- Seat (safety) belts and adjustment.
- Crash (ditching) procedures and protection.
- Smoking in and around the aircraft is not permitted.
- The location of and danger of propellers.
- Ventilation and location of cabin lighting facilities.
- Checking the refuelling of his aircraft.
- That the aircraft is correctly loaded and within the Weight and Centre of Gravity limits.
- Ensuring the aircraft complies with Take Off and Landing distances as prescribed in the Aircraft Flight Manual. For this requirement to be met, the Flight Instructor may use the P Charts in the Aircraft section of this manual.

Instructor Competency Assessment

Flight Instructors will not exercise the privileges of their ratings or give flight instruction unless they have successfully completed a Flight Instructor Competency Assessments as follows:

- B & C Category Instructors: within the preceding 12 months has demonstrated to a Flight Examiner competency in accordance with the Category B or C Flight Instructor Test Syllabus (AC61-1.18)

The Flight Instructor Competency Assessment will be in accordance with the appropriate category CAA. 'Flight Instructor Flight Test Guide'.

Staff Conduct

A high standard of dress and professional behaviour and attitude will be required at all times.

Pilot dress code shall consist of:

- Club uniform shirt.
- Dark blue or black long trousers.
- Black shoes which are highly polished.
- Tie as applicable by the Club.

The uniform shall be worn neatly and professionally at all times.

Confidentiality

All transactions, records, information and training records pertaining to the business of the Aero Club or the business of any of its customers or clients, shall be held in strict confidence by the employee, both during the period of employment and also after its termination, for whatever reason. The Flight Instructor shall not make any statements or take any actions at any time which are intended or likely to adversely affect the business or reputation of the Club. The Flight

Instructor undertakes to carry out the responsibilities of the position honestly and diligently and to the best of their ability.

Health of the Flight Instructor

The purpose of this requirement is for pilots to decide if they are fit to fly and that they must report any unfitness to the President / Chief Flight Instructor as soon as possible prior to the flight to be undertaken. Flight Instructors are responsible to ensure that they are fit to fly.

The President / Chief Flight Instructor shall take such disciplinary action as necessary to enforce the good health of pilots.

Each Flight Instructor shall prior to any flight use the following checklist:

Am I Fit To Fly – IM SAFE Checklist

I	Illness	Do I have any symptoms? Can I clear my ears?
M	Medication	Have I been taking prescription or over-the-counter drugs?
S	Stress	Am I under psychological pressure at work? Worried about money? Health problems? Family discord?
A	Alcohol	Have I got a hangover? Have I been drinking within 8 hours?
F	Fatigue	How much time since my last flight? Did I sleep well last night? Am I tired and not adequately rested?
E	Eating	Have I eaten enough proper food to keep me adequately nourished during the coming flight?

Consumption of Alcohol

- Alcoholic drinks must not be consumed by the Flight Instructor during the 12 hours before commencing duty and only in moderation during 24 hours preceding such duties.
- Moderation should be regarded as no more than 3 units of alcohol (one unit is equivalent to 310ml of beer, a small glass of wine or a small measure of sprits).
- Alcoholic drinks must not be consumed by the Flight Instructor whilst on duty.

Use of Drugs

- No Flight Instructor may perform a flight duty when under the influence of drugs (including proprietary and/or prescription medicines that include prohibitions of or advice against operations of vehicles or machinery).
- The Instructor must check with their AME to ensure any prescription drugs shall not affect the ability to perform their duties.

Cigarette Smoking

- Smoking in aircraft in New Zealand is prohibited to pilots.
- Smoking in the Aero Club premises is prohibited.

Customer Service Protocol

The Welcome

First impressions can only be made once and people will judge our Organization immediately on the impression you make.

It is vital the client (and potential student) is made welcome by introducing yourself and your position at the Club, also introduce the client to others who may be in the area (students or other work colleagues). This is important as it shows our relaxed and friendly environment.

If time permits (for both you and the pilot) the client is to be shown around the Club rooms/class rooms while briefly outlining the history of the Club (year established etc.) and offered coffee or tea.

Flying is an expensive hobby and if the client is not made to feel welcome they will not return and may discourage others also.

On answering the telephone staff members are required to say “Good morning/afternoon this is (name the Aero Club) you are speaking with (your name)’.

The person’s name is to be used frequently throughout the conversation.

The Brief and Flight

- Ensure the briefing room and aircraft are in a clean and tidy manner.
- The client’s name is to be used frequently throughout the lesson.
- Keep briefings simple and encourage the asking of questions from the client.
- During flight keep aircraft angle of bank and change in attitude to a minimum at all times.
- If the client lives in the local area overfly their house.
- Ensure as the Flight Instructor you display safe and professional flying at all times, as behaviour breeds behaviour.
- It is important whether it is the first flight of the day or the last that enthusiasm is maintained as the client will not appreciate feeling like just another hour in your logbook.

Post Flight

- After shut down or while walking from the aircraft discuss the flight and answer any questions.
- Ensure you complement the client on their flying achievement and in particular any areas where they did well in. If required conduct a full debrief of the flight.
- On completion of the flight records encourage the client to make another booking (even if it is only a temporary one).
- The Aero Club’s “Learn To Fly” information pack is to be given to the client. Sit down and briefly go through this, discussing matters such as cost, subjects, medical requirements etc.
- Inquire whether they would like to purchase a Pilot Logbook or the Flight Training Manual as these will assist in their further training. Finally ask if there is anything further you can do for the client and give them an Aero Club or personal business card.

- Escort them to the door.
- Using their name congratulate them on their flight and to enjoy the remainder of their day.

The Flight Instructor's Role in Human Relations

To minimise student frustration and achieve good human relations the following are basic Instructor responsibilities.

Keep students motivated

Students gain most from wanting to learn rather than being forced to learn. Often students do not realise how a particular lesson or course can help them reach an important goal. Each lesson must have relevance. When they can see the benefits or purpose of a lesson or course, their enjoyment and their efforts will increase.

Keep students informed

Students feel insecure when they do not know what is expected of them or what is going to happen to them. For example, consider your own feelings before your own basic stall lesson. Instructors can minimise such feelings of insecurity by informing the student what is expected of them and what they can expect, not just the control inputs to use.

Approach students as individuals

When Instructors limit their thinking to a group without considering the individuals who make up that group, their effort is directed at an average personality which really fits no one. After giving the same lesson several times, it is easy for you to overlook this aspect. Each individual has a personality which is unique and which should be constantly considered.

Give credit when due

When students do well they wish their abilities and efforts to be noticed, otherwise they become frustrated. Praise from you is usually ample reward and provides incentive to do even better. Praise given too freely, however, becomes valueless.

Criticise constructively

Although it is important to give praise and credit when deserved, it is equally (not more) important to identify mistakes and failures. However, to tell students that they have made errors and not provide explanations does not help them. Errors cannot be corrected if they are not identified, and if they are not identified they will probably be perpetuated through faulty practice. If the student is briefed on the errors and is told and shown how to correct them, progress and accomplishment can be made.

Be consistent

Students want to please their Instructor. Therefore, students have a keen interest in knowing what is required to please you. If the same thing is acceptable one day and not the next, the student becomes confused. Your philosophy and actions must be consistent. This often leads to a desire by the student to fly with only one Instructor.

Admit errors

No one, including the students, expects an Instructor to be perfect. You can win the respect of students by honestly acknowledging mistakes. If you try to cover up or bluff, the students will often sense it. Such behaviour destroys student confidence in you. If in doubt about some point, you should admit it. You should report back to the student after seeking advice from the supervising Instructor, CFI, or recognised texts.

Good Human Relations promote effective learning.

Flight Instructor Self-Assessment

The following is a tool for reflective self-assessment and continual airmanship improvement. It can be a mental or a written assessment in a quiet room, as soon as possible after the flight. Think of it as a personal airmanship debrief.

A. Flight Details:

Keeping a thorough record of your flight and the decisions you made can help to identify trends that need addressing.

B. Knowledge of self:

Were you physically, mentally and psychologically prepared for the flight?

Knowledge of Pre-flight Briefing, Flight Preparation and Air Exercise:

Did you have all the information you needed for an effective brief, preparation and flight exercise to achieve the tasks safely and efficiently?

C. Knowledge of Risk:

Had you clearly identified all risks associated with the flight and taken adequate steps to remove or mitigate these risks?

D. Smooth and Coordinated Control use:

Were there any motor skills and control inputs you felt were below acceptable standards for safe completion?

Were there any motor skills that, while not unsafe, need specific improvement?

E. Discipline:

Were there any factors during this flight that tempted you to bypass or violate any rules, limits, or instruction?

F. Knowledge of Aircraft:

Were you surprised by anything that happened to the aircraft or its systems?

Did you do or fail to do anything associated with the aircraft, either intentionally or unintentionally, that you would not do again if placed in the same circumstances?

G. Knowledge of Environment:

Did anything about the physical environment (mostly weather) surprise you?

Did you avoid Restricted Areas and noise-sensitive areas?

Were you completely happy about and knew all you needed to know about the CAA rules, Club By-Laws and local procedures that governed the flight?

H. Situational Awareness:

Did you feel that you were losing or lost situational awareness?

Judgement and Decision Making:

Did you do anything that you would not if you had to do the flight again in similar circumstances?

If you were to do this flight again would you do anything different?

Record Keeping

Ensure logbooks are supervised and correctly completed.

- Logbooks are a legal document so should be correctly and neatly maintained.
- Supervise the student in filling in their logbook.
- “Details of Flight” column to show what was carried out, e.g. Not just “circuits” but “X/W, flapless app./ landing”, etc.
- Aero Club records, e.g. Aircraft Flight Record and Daily Flight Data Sheet support the student’s logbook entries.
- Student Training Records support the student’s logbook entries.

Student Flight Training Record

The Flight Instructor may, when filling in the Student Training Record, in the “Comment” column use abbreviations but the meaning of these abbreviations must be displayed on the front of the student record filing system.

For grading the student’s proficiency for each air exercise the following can be used:

- Very Good (VG)
- Good (GD)
- Needs Further Training (NFT)

This grading can be against at least the following tasks:

- Understanding of pre-flight briefing. Asked questions?
- Learnt the “checklist” items.
- Smooth coordinated use of controls, i.e. stick and rudder skills.
- Situation awareness, environment, location and other aircraft.
- Airmanship. Is the student becoming a good operator of the aircraft? Keeping a good scan technique/look out? Look-Listen-Avoid concept?
- Risk management. Did the student identify risks prior to the flight, or did they understand how you identified the risks on the ground/pre-take off/ line up /during flight/pre-landing, i.e. Threat and Error Management concept?
- Progress in the development of Judgement and Decision Making.

Student Flight Training Record -Sample

Name _____ Contact Phone _____

Home
Address _____

Medical Expiry Date _____

DATE	INSTRUCTOR INITIAL	AIRCRAFT	FLIGHT TIME	AIR EXERCISE	COMMENTS

Flight Authorisation

- The Flight Instructor must ensure that all flights are authorised in writing on the appropriate authorisation form, along with passenger names, and exercise/intentions. If the duty Instructor is not available, then a verbal authorisation from the Instructor via a phone shall be acceptable for someone who holds a PPL.
- The flight authorisation once given for a particular route or area must be strictly adhered to. Any change to the authorised route approved at time of departure from local airfield shall require re-authorisation, given due consideration for weather and/or unusual circumstances, which may require a written report to the President / Chief Flying Instructor with the Instructor's reasons for non-compliance or non-conformance.
- Flight Instructors flying privately are deemed to be Club members and must also be authorised in writing.
- Evening Civil Twilight.
 - Students: Local solo flights are to be concluded 45 minutes prior to ECT.
 - Circuit solo flights are to be concluded 30 minutes prior to ECT.
 - Cross-country flights are to be concluded 2 hours prior to ECT.
- Private Pilots: Local flights are to be concluded 15 minutes prior to ECT except for pilots who are Instrument Rated or Night Rated.
- Cross-country flights are to be concluded 30 minutes prior to ECT.
- The following requirements must be completed prior to departure from Aero Club airfield.

First Solo

Pre first solo

Prior to sending a student pilot on their first solo the student must have their:

- Current medical certificate
- English proficiency log book entry sign off
- Student Pilot Training Record signed off in front of their pilot log book

Post first solo

Student pilots must have carried out a minimum of 3-5 hours solo consolidation prior to commencing any advanced flight training.

Prior to sending a student pilot solo on any day, the student must have carried out three consistent safe take offs, approaches and landings. No x/wind. Minimum cloud base 3000 AGL.

Appendix 1

Flight Instruction Induction

Instructor Induction Checklist

Name:

Position:

Commencement Date: _____

New Zealand Address:

Telephone: _____ Mobile: _____

Email:

Overseas Address (if relevant): _____

Telephone: _____ Mobile: _____

Email:

Next of Kin Details

In the event of an emergency please contact the following:

Name:

Address:

Home Phone: _____ Mobile: _____

Work Phone: _____ Email: _____

Appendix 2

Instructor Qualifications Record

	Date Viewed	Expiry Date	Signature
Pilot License 'C' Cat			
Pilot License 'B' Cat			
Pilot License 'A' Cat			
Aircraft Ratings			
Other			
License/Qualification			
Driver's License			
First Aid Certificate			
H & S Certificate			
Dangerous Goods Certificate			

Appendix 3

Renewals, Endorsements & Medical Information

Pilots Name: _____

	Yes / No	Date
Copy of Commercial Pilot License		
Copy of Medical Certificate		
Instructor Renewal Date		
IFR Renewal Date		
Aerobatic Competency Date		
Spinning Endorsement		
Aerobatic Endorsement		
Terrain & Weather Awareness Endorsement		
Basic Mountain Flying Endorsement		
Aircraft Type Ratings		

Appendix 4

This document should be available in the Aero Club office as a quick reference by all Flight Instructors.

Key Personnel Contact Details

	Name	Phone
Chief Executive Officer / President:		
Safety Occurrence Investigator:		
Chief Flight Instructor		
Assistant Flight Instructor:		
Office Administrator:		
Maintenance Controller.		
Maintenance Contractor:		
Avionics:		
CAA Contact Person:		
CAA Aircraft Accident:		

Appendix 5

Flight Authorisation Form

I hereby certify that I:

Name _____

Licence Type: _____ No _____

Have a current:

Tick

Yes

No

Medical Certificate

Biennial Flight Review

Have read the By-Laws of the Aero Club and will comply

Have carried 3 take offs and landings within the preceding
90 days before taking passengers

Have checked the Aircraft Tech Log for maintenance/defects

I am aware of the Organisation's excess protection scheme

I am carrying passengers

Listed are the names of my passengers

Yes	No

Flight Route/Details: _____

Airborne Time

ETA

Signed: _____

Flight authorised by: _____

Date: _____

Aircraft: _____

Cross Country Sign Out Checklist

Name _____

Flight Route:

VNC's: 1:250,000
 1:500,000

Flight Plan Completed
Wind Correctly Applied
Frequencies Completed

Waypoints 20-30nm Apart

Fuel Section completed

Equipment Carried:

Ruler/Plotter

Flight Computer

Up to Date AIP Vol4

AIP Supplements

Wx Minima:

Student: :3500ft Base

:30KM Vis

Little Experience: 1500ftBase

:20KM Vis

CPL X/C Standard:1000ft Base

:15KM Vis

NOTAM's:

Aerodrome

Enroute

Arrival/Departure Procedures & Transit Lanes

Appropriate Aerodrome Charts Accessible

Food and water carried

Pickets (if Applicable)

Flight Plan Filed

Permission for Landing (if Applicable)

Pilot Name: _____

X Country Checked by: _____

NB: C Cat's under direct supervision may not authorise a student XC, but may a PPL or above

Appendix 6

The following Student Critique form can be used on all flights or during revision flights. Can be A5 size clipped to a knee pad or clip board. This procedure assists the Flight Instructor with the debrief and in completing the Student Training Record.

Flight Training/Student Critique Form

STUDENT NAME _____ DATE _____.

PRE-START/AFTER START CHECKS

RADIO PHRASEOLOGY

TAXI/RUN UP/PRE-T.O/LINE UP CHECKS/THREAT & ERROR MANAGEMENT

TAKE OFF/EFATO

AIR EXERCISE/THREAT & ERROR MANAGEMENT

JOINING CIRCUIT/APPROACH/LANDING/THREAT & ERROR MANAGEMENT

AFTER LANDING CHECKS

Flight Instructor:

Appendix 7

Flight Instructor Pre-PPL Flight Test / BFR Assessment Critique Form

PRE-PPL/BFR ASSESSMENT		
Name _____	Date _____	Reg _____
Start _____	Finish _____	Total _____
Pax Brief:		
Pre Start:		
After Start:		
Taxi/TEM:		
Run Up:		
Line Up/TEM:		
Normal TO:		
EFATO:		
Compass Turns:		
Steep Turns:		
Slow Flight:		
FLWOP:		
Overshoot:		

Low Flying:

Steep Turn:

| Procedural Turn:

FLWP:

| Joining Checks/TEM:

O/H Rejoin:

| Short FldLndg:

| Short Fld TO:

Flapless:

Glide App:

| XW TO/LDG:

Aborted TO:

| After Ldg Checks:

