



## Troy-Oakland Pilots Flying Club, Inc. Flight Check Report Instructions

The Troy-Oakland Pilots Flying Club, Inc. is required to certify that each member flying Club aircraft is qualified and has satisfied appropriate Federal Aviation Regulations, Club Operating Rules and insurance requirements regarding knowledge, skills and currency. To meet these reporting requirements, the Club has implemented a revised Flight Check Report to be completed by the member pilot and a Club approved flight check instructor. This information also will be used to update the Club's aircraft scheduling system which controls the aircraft members can schedule and fly.

1. **Club Flight Check Date** – enter the actual date of the check ride (mm/dd/yy).
2. **Member No.** – enter your Club membership number.
3. **Member Name** – enter your name as it appears on your Pilot Certificate or Driver's License.
4. **DOB** – enter your date of birth (mm/dd/yy).
5. **Driver's License No.** – enter your Driver's License number.
6. **U.S. Citizen** – check "Yes" or "No".
7. **(Certificates)** – check the certificate that is **relevant to flight in the Club's aircraft** (single-engine land).
8. **Cert. No.** – enter your FAA Pilot Certificate number (does not apply to students).
9. **Medical** – check the class of your pilot medical certificate.
10. **Medical Exam Date** – enter the date of your last Airman's Medical Exam (mm/dd/yy).
11. **Last FAA Flight Rev. Date** – enter the date of your last FAA Flight Review (mm/dd/yy). Does not apply to student pilots (see #12).
12. **Student** – if you are a student pilot and have not soloed yet, check the box. Otherwise, enter the date of your last solo endorsement (mm/dd/yy).
13. **(Total Flight Hours)** – enter the "lifetime" total number of hours you have logged in each of the models listed.
14. **IFR A/C IMC** – enter the "lifetime" total number of hours you have logged in actual IMC flight.
15. **IFR A/C Simulated** – enter the "lifetime" total number of hours you have logged in simulated IFR flight in an aircraft ("hood time") [FAR 61.51(g)].
16. **IFR Ground Simulator** – enter the "lifetime" total number of hours you have logged in an FAA approved ground-based IFR simulator [FAR 61.4].
17. **Complex** – enter the "lifetime" total number of hours you have logged in airplane category aircraft with a constant speed prop, flaps and retractable landing gear [FAR 61.31(e)]. Also enter the total time logged in these aircraft during the past 12 months.
18. **High Performance** – enter the "lifetime" total number of hours you have logged in all aircraft with engines of more than 200 horsepower [FAR 61.31(f)]. Also enter the total time logged in these aircraft during the past 12 months.
19. **Night** – enter the "lifetime" total number of hours you have logged in all category aircraft during night flight [FAR 61.57(b)]. Also enter the total time logged at night during the past 12 months.
20. **Total Hours** – enter the "lifetime" total number of hours you have logged in all category aircraft of all classes and types [FAR 61.5 and FAR 61.51]. Also enter the total time logged in these aircraft during the past 12 months.
21. **(Insurance Information)** – Check "Yes" or "No" for each of the questions "a" through "f". Explain any "Yes" answers on the line below and continue on the back of the form if necessary. If previously reported, enter "Same as Previous."
22. Upon completion of the Club flight check, the Club approved flight check instructor is to initial each aircraft model and flight condition for which the member pilot has received a flight check and is qualified. Any comments, recommendations or limitations should be entered in the adjacent box.
23. The member pilot and Club approved flight check instructor must **sign and date** the form in the spaces provided. The member pilot must forward a copy of this form and the "Flight Check Topics" form completed and signed during the check ride to the Club Chief Pilot.
24. The "Flight Check Topics" form is to be completed by the Club approved flight check instructor and signed by both the member pilot and the Club approved flight check instructor.

The Flight Check Report is to be filled out and submitted to the Club Chief Pilot whenever one or more of the following situations occur.

**Student Pilot:**

1. The first time a member student pilot flies in Club aircraft for instruction.
2. At the time a member student pilot receives a solo endorsement by a Club approved flight instructor for the first solo flight in a Club aircraft.
3. Every 90 days thereafter, at the time the Club approved flight instructor endorses the member student pilot's logbook for continued solo flight.
4. When the member student pilot passes the flight test and receives a temporary Pilot Certificate.
5. When the Temporary Pilot Certificate is superseded by a Pilot Certificate.

**Licensed Pilot:**

1. When the member's automobile driver's license information is changed.
2. When the member pilot's citizen status changes.
3. When the member pilot's Medical Certificate is renewed, upgraded, downgraded or otherwise changed.
4. When the member pilot completes an FAA Flight Review.
5. When the member pilot completes an annual Club flight check.
6. Completion of a flight check in a Club aircraft for which the member was not previously authorized as pilot-in-command.
7. Change of flight conditions or other limitations in Club aircraft for which the member was previously authorized as pilot-in-command (eg.: VFR-Day to VFR-Night, VFR to IFR, Club approved flight instructor "Comments/Limitations", etc.)
8. Completion of a flight check for renewal of Club Cessna TR182 authorization as pilot-in-command per Club insurance requirements.
9. When the member pilot's Pilot Certificate is changed to reflect upgrade or downgrade of ratings or limitations.
10. When the member pilot's personal circumstances cause any of the answers to "Insurance Information" to change.
11. When a Club approved flight instructor changes any endorsements in the "Approved for Club Operation" section of the Flight Check Report (see following section).

**Club Aircraft Qualification:**

Members must complete an annual flight check in a Club aircraft with a Club approved flight instructor. Members should select the most complex Club aircraft they intend to qualify for during their annual Club flight check. Based on successful completion of the flight check and Club approved flight check instructor endorsement on the Flight Check Report, the following schedule **may** be used to determine endorsements to fly Club aircraft of lesser performance and complexity at the discretion of the Club approved flight check instructor:

1. Qualification in the Club's Cessna TR182 may qualify a member to fly all Club aircraft.
2. Qualification in the Club's Cessna 182 may qualify a member to fly the Club 182, and both 172s
3. Qualification in the Club's 180 HP Cessna 172 may qualify a member to fly both 172s.
4. Qualification in the Club's 160 HP Cessna 172 only allows the member to fly the 160 HP 172.

**Combining Check Flights:**

Members may combine the FAA Flight Review, Club flight check and instrument proficiency check when time permits and with prior approval from a Club approved instructor pilot. Members earning new ratings may be able to use them in lieu of a Club annual flight check with prior approval of the Club Chief Pilot.

**Exceptions:**

Any special circumstances or exceptions to the above must be approved by the Club Chief Pilot prior to flying Club aircraft. Club Bylaws and Operating Rules remain unchanged by these requirements.