

# Canberra Aero Club

Serving the General Aviation Community  
In the Nation's Capital since 1938

[www.canberra-aeroclub.com.au](http://www.canberra-aeroclub.com.au)  
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## CANBERRA AERO CLUB - New Pilot Familiarisation Checklist

Check Date:

New Pilot Name:

Section	Observations	Completed	Comments
<b>Before Flight Admin</b>			
Aircraft booking	e-allocator.com make sure you put your mobile number in the booking		
Aircraft Hire Agreement	Include discussion about pre-requisites for each aircraft		
90 day recency	3 take off and 3 landings, pax or not		
Useful numbers	Aircraft Manager, Rae on 0458 002 312; President, Club phone #, your own number		

<b>Arrival at Gate 3</b>			
Parking	Parking Passes		
Call guard	24/7, use own phone, two numbers		
Safe Access	Combination		
Bathrooms	where they are		
Use of Facility	running water, jug for ice, shared, keep clean, bin.		
Storage Locker	No access unless requested but we have oil and tools		
Escorting of no ASIC holders	You are responsible for all visitors once airside		

<b>Pre Flight</b>			
Each Aircraft	Point out all clubs aircraft, differences, requirements, NVFR operations		
Hanger access for DAY	door code, lights, operation of doors, position in hanger, headsets		
Tie down area	Cover the use of the hard surface		
Aircraft covers	how it goes on and off, carefull with antenas, pitot cover, Cowl plugs		
Aircraft POH	Flight Manual to be kept with aircraft		
Box of stuff in each Aircraft	Confirm contents, notify someone if something runs out		
Comm Panels / NAVAIDS	Unique operating experiances		
Flight Control Locks			
Performance / Limitations / W & B	MUW has higher MTOW than usual		
Fuel Drain Locations			
Check MR and logbook	BEFORE THE FLIGHT, EVERY PILOT SIGNS THE MR. AFTER THE FLIGHT, EVERY PILOT ENTERS THE AIRSWITCH HOURS AND MINUTES FOR HER/HIS FLIGHT IN A SEPARATE LINE AND ADDS UP THE PROGRESSIVE TOTAL. ALWAYS check for endorsements that may prevent from legal flying !		
Check Remaining hours - Inform A/C Manager	do not fly if infringing hs to next service or maintenance, notify a/c manager when a service is getting close		

Oil uplifts	Most engines are "on condition", requirement to record all oil uplifts. Spare Oil should be kept with each plane, if not tell Aircraft Manager		
Break Down Help	Club has no ability to assist with breakdown		

**Flight**

Carry out regular pre TO AC checks			
Attention to fuel contaminations, oil quantity, tyre pressure, nosewheel strut movement	(6-7 quarts), (31 PSI nose wheel, 29 PSI main wheels), (8-10 cm)		
If unfamiliar to YSCB	Explain ATC communication (airways clearance first, then taxi clearance)		
MINIMUM WARM UP TIME	(when engine is cold): 10 MIN ! run ups not on the grass, but on tarmac		
If the engine is idling on the ground for an extended period of time, please lean mixture to reduce the occurrence of spark plug fouling			
Note any issues with AC in logbook and MR	Contact A/C Manager if unsure about anything. Notify A/C Manager and next booking about any issues.		

**Post Flight**

Record Flight Time	TAC, Airswitch, VDO. Each aircraft is different, MR and payment		
Clean up Rubbish	Dress aircraft neatly for next member, seatbelts		
Return Aircraft as found	Tiedowns, control locks, pitot cover, cowl plugs (strap over prop), close windows and airvents		
Final look back	Leave beacon on at all times, look back to ensure Master Switch is turned off		
Return Book and Keys	Ensure fuel cards and keys are returned to the folder		
Parking Pass	Return the Parking to the safe		
Make Payment Promptly	include \$12.50 fee and all other landing fees		

**SIGNED BY:**

(Board Member) \_\_\_\_\_