

## Contents

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## Weather and Weight and Balance Sheets

Before every flight students are required to complete the Weather and Weight and balance sheet contained in this appendix. Pads of these forms are kept in the dispatch area for student use.

### Preflight Weather Information

For all cross-country flights pilots **MUST** call 1-800-wx-brief and get a personalized briefing. Students should also setup a personal route on the Internet and print a complete package. The package **MUST** include all METARS, TAFs, FD, SIGMET and **NOTAMS** for the route. You may also want to print the GFAs if there are any active systems.

Prior to local flights examine the NOTAM list printed by the dispatcher and posted in the dispatch area (if this is not available check Notams online for yourself.) Check of NOTAMS on the weight and balance sheet (upper right corner) only after you have checked all these NOTAMS.

For local flights students should self-brief from the Internet and complete the weather form on the next page. Copy down the CYCG TAF and METAR. Also copy METARS and TAFs for airports nearby where the weather may be coming from. Usually this is airports to the west such as CYYF, CYLW, CYDC, CYHE. Sometimes it is from the east, such as CYXC.

Even for local flight, if the weather is questionable print a full weather package from the Internet and be prepared to discuss it with an instructor.

**Selkirk College IATPL Program Manual**  
**Weather Sheet**

<b>Station</b>	<b>METAR</b>
<b>CYCG</b>	

<b>Station</b>	<b>TAF</b>
<b>CYCG</b>	

<b>Station</b>	<b>Upper winds and temperature</b>

**For takeoff: field elevation** \_\_\_\_\_

Altimeter Setting: \_\_\_\_\_ Pressure Altitude: \_\_\_\_\_

Temperature: \_\_\_\_\_ Density Altitude: \_\_\_\_\_

\_\_\_\_\_

**For landing: field elevation** \_\_\_\_\_

Altimeter Setting: \_\_\_\_\_ Pressure Altitude: \_\_\_\_\_

Temperature: \_\_\_\_\_ Density Altitude: \_\_\_\_\_

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**Weight And Balance**      **Date:** \_\_\_\_\_ **Name:** \_\_\_\_\_

Item	Weight	Arm	Moment
Aircraft (reg. _____)			
Fuel – main tanks			
Fuel – aux tanks			
Pilots			
Passengers			
Cargo – area 1			
Cargo – area 2			
<b>Ramp Weight</b>			
Taxi fuel allowance			
<b>Takeoff Weight</b>			
Fuel Consumed – mains			
Fuel consumed – aux			
<b>Landing Weight</b>			

Deferred Defects	
Notams ck'd	
Sigmets ck'd	
Airmets ck'd	
Pireps ck'd	

Check (√) above once checked:  
\_\_\_\_\_

List deferred defects:

Wt & Bal in limits	
Winds:	
Takeoff Headwind component: _____	
Landing Headwind component: _____	

Take off data
Short field Vr: _____ Initial climb speed: _____
Normal Vr: _____ Vy: _____
Takeoff ground distance: _____ 50' distance: _____
Accelerate stop distance (ASD) _____

Landing data
Short Apr Speed _____ (from POH)
Normal Apr Speed _____
Ground roll _____ 50' _____

Next Inspection Due: \_\_\_\_\_  
 Current Airtime: \_\_\_\_\_  
 Time till Inspection Due: \_\_\_\_\_

Signature: \_\_\_\_\_

### Navigation Log

Before every cross-country flight students are required to complete a navigation log.

The Selkirk College Planning log on the next page is used for all cross-countries, both VFR and IFR. Finished flight planning can be transferred to a condensed version of the navlog also provided below. Students should generally use the complete navlog for the first several cross country flights and use the condensed version for later trips.

In addition to the navlog pilots must file a NavCanada flight plan before each flight. Pads of these forms are normally kept in the dispatch area however an electronic version can accessed from the Intranet.



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AIRPORT	RUNWAYS	AIRPORT ELEV	FREQUENCIES	PROCEDURES

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### Weekly Aircraft Inspection

The team captain is responsible for making sure someone completes this inspection at least once per week. The team captain must keep this form and turn it in to the CFI at the end of the semester. The CFI may request to see the form at any time.

Instructions for inspectors:

1. Enter date of inspection at top of column
2. Initial each item inspected if it is acceptable
3. Note any discrepancies
4. Replenish supplies of Kimwipes, oil, funnels, etc from back room
5. Return the form to the team captain

NOTE:

This form can be used for seven inspections. There should be 14 inspections per semester therefore two of these forms are needed.

Get copies of this form from the CFI or print them from the Intranet.

### Discrepancy Reporting

In addition to the inspection form carry a clipboard with some blank paper to make notes about any discrepancies.

If inspectors note items such as hoods, dipsticks, chocks etc need to be replaced write a note to the CFI informing him.

If there is any “junk” in the airplanes including seat pouches, the floor, map-box, etc. remove it. That includes personal items such as CFS or CR3s.

Report any malfunctioning items such as zippers on the storage pouches to the CFI.

Report broken items such as seatbelts, door handles, etc. the Person Responsible for maintenance AND the CFI.

Make sure that ONLY the designated items – POH, GPS Manual, and First aid kit – are in the seat pouches. ALL other items must be removed.

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Section	Item	Insp by	Insp by	Insp by	Insp by	Insp by	Insp by	Insp by
	Date of inspection							
Cabin	Checklist							
	Control lock (B95 strap)							
	All trash and personal items removed							
Condition	<ul style="list-style-type: none"> <li>• Door latches</li> <li>• Seat belts</li> <li>• Decals</li> <li>• Head liner</li> </ul>							
Map box	Passenger briefing card *							
	Sic Sacs (2) *							
	Hood *							
Seat Pouches	First Aid Kit (left seat pouch)							
	POH (storage pack in B95)							
	GPS Manual							
	Spare Microphone (left pouch B95)							
Storage Pack	<ul style="list-style-type: none"> <li>• Secure</li> <li>• Zippers function</li> </ul> Right pouch <ul style="list-style-type: none"> <li>• 1 liter oil</li> <li>• Bag with 2 paper funnels</li> </ul> Center pouch <ul style="list-style-type: none"> <li>• 1 can PRIST</li> <li>• Bag of Kimwipes</li> </ul> Left Pouch <ul style="list-style-type: none"> <li>• Fuel Strainer</li> <li>• Dipstick (not on B95)</li> </ul> Main Pouch <ul style="list-style-type: none"> <li>• Clipboard</li> </ul>							
Exterior	<ul style="list-style-type: none"> <li>• Pitot tube cover</li> <li>• Chocks</li> <li>• Windows clean</li> <li>• Airframe Clean (no bugs)</li> <li>• Fairings and other plastic bits</li> <li>• General condition</li> </ul>							

\* Right seat pouch in B95