

Chief Flying Instructor's Checklist

NAME OF CLUB	
MAILING ADDRESS	
PHONE	
FAX	
EMAIL/WEBSITE	
LOCATION & DESCRIPTION OF CLUB FLYING SITE(S)	
TYPES OF TRAINING AT THE CLUB	<input type="checkbox"/> GLIDER PILOT LICENCE <input type="checkbox"/> INSTRUCTOR

GROUND TRAINING	COMMENTS
Have instructors demonstrated to the CFI that they possess a satisfactory level of practical and theoretical knowledge of the subjects they are to teach? (CAR 406.24)	
Where do instructors give trainees preflight briefings and <i>preparatory ground instruction</i> for new exercises? (CAR 405.31)	
Are ground training and briefing facilities adequate?	
Is there an adequate ground training syllabus? Describe what is used?	
Are copies of all ground school lecturers' notes/handout sheets kept by the CFI? Are training aids used in ground school lectures?	
Describe how CFI ensures lecturers have the necessary qualifications and experience in their subject areas.	
If ground school is given to a group, are attendance records kept? What are the procedures if lectures are missed?	
Are recurrent ground school training courses offered by the club?	

PRE-SOLO PRACTICE	COMMENTS
How often is the pre-solo exam updated?	
How are the exams kept secure?	
Does the area VFR chart indicate the glider operations/training area?	
Do the instructors keep pilot training records on each trainee? E.g. is the club using the new PTR?	

FLIGHT TRAINING	COMMENTS
Is the trainee provided with a flight training program outline at the time of commencing flight training?	
Do instructors conduct flight progress checks and supplemental training for each student at appropriate intervals after the first solo flights and before the flight tests for issue of the glider pilot licence?	
How does the instructor ensure that students have obtained all the available information that is appropriate to the intended flight? (CAR 602.71)	
How does the instructor ensure that students have made themselves familiar with the available weather information that is appropriate to the intended flight? (CAR 602.72)	
How do instructors authorize training flights for students? (CAR 405.32)	
Does the flight-training club maintain a daily flight record? (CAR 406.56)	
Does the club establish, maintain and retain records for flight instructors? (CAR 406.25)	
How do club members normally choose to meet recency requirements? (CAR 401.05)	
What procedures are there for transition training to new glider types? Describe minimum experience levels for each club glider.	
What procedures are used for pilots that wish to rent club aircraft? Describe the currency requirements that the club specifies for passenger carrying/solo flying?	

FLIGHT INSTRUCTORS – GLIDER	LICENCE NO.	MEDICAL VALID TO	INSTRUCTOR ENDORSEMENT VALID TO	GROUND SCHOOL INSTRUCTOR
		DD/MM/YY	DD/MM/YY	<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO
				<input type="checkbox"/> YES <input type="checkbox"/> NO

GROUND SCHOOL INSTRUCTOR	QUALIFICATIONS

AUTHORIZED PERSON RECORDS

AUTHORIZED PERSON	LICENCE NO.	AUTHORIZATION VALID TO
		DD/MM/YY

	DATE COMPLETED	COPIES ON FILE
Civil Aviation Medical Certificate/Declaration		<input type="checkbox"/> YES <input type="checkbox"/> NO
Pre-solo Exam Results & Date completed	DD/MM/YY	<input type="checkbox"/> YES <input type="checkbox"/> NO
GLIDE Exam Results & Date completed	DD/MM/YY	<input type="checkbox"/> YES <input type="checkbox"/> NO
Completed Licence Applications		<input type="checkbox"/> YES <input type="checkbox"/> NO

COMMENTS:

PUBLICATIONS - REFERENCE MATERIALS available at the club's airfield

	LATEST AMENDMENT		LATEST AMENDMENT
Aeronautical Information Publication (AIP)		VFR Charts	
Aeronautics Act		Soaring Instruction Manual	
Canadian Aviation Regulations		Soar and Learn to Fly Gliders	
Canada Flight Supplement		Designated Airspace Handbook	

AIRCRAFT TYPE & MODEL

Identification Plate CAR 201.01				
Marks on Aircraft CAR 202.01				
Certificate of Registration CAR 202.13; 406.31				
Flight Authority CAR 406.32; 605.03				
Journey Log & Technical Records CAR 406.57; 605.92; 605.95				
Flight Manual, or Pilot Operating Handbook CAR 605.04				
Equipment Requirements CAR 605.21				
Seat & Safety Belt Requirements CAR 605.22, 605.24				
Copy of Liability Insurance CAR 606.02				

AIRCRAFT - MISCELLANEOUS

Any publications routinely carried on board i.e. CFS, charts, etc.?	
Checklist used and carried on board?	
First Aid Kit carried on board?	
Is the aircraft equipped with an ELT?	
Weight & Balance calculated before each flight, ballast installed as required?	
Radio in aircraft? Do pilots possess radio telephone operator certificate? Intercom?	
Navigation Equipment in aircraft? If yes, identify equipment.	

AIRCRAFT MAINTENANCE CAR 605.84

Describe the maintenance control system:

TRAINING SITE(S)	COMMENTS
Runway(s) / Orientation	
Runway(s) Surface	
Obstructions	
Takeoff / Landing Distances	
Wind Direction Indicator(s)	
Markings and Markers	
Warning Notices	
Lighting	
Emergency Response Services	
Marked on VFR Chart / CFS	
Other Flight Training at Site	
Proximity to Built-up Areas	
If the flight training is conducted at an aerodrome, is the aerodrome suitable for glider flight training? CAR 405.24	

STATISTICS	COMMENTS
Accidents / Incidents during training?	
Number of trainees per year? How many trainees are already licensed in another category of aircraft?	
How many training (dual & solo i.e. pre-licence) flights are conducted per year? How many flight hours?	

CANADIAN AVIATION REGULATIONS - CARS

References in the Chief Flying Instructor's Checklist

Gliding Club Flight Training Programme

Aircraft Identification Plate	CAR 201.02
Aircraft Marks	CAR 202.01
Aircraft Registration	CAR 202.13; 406.31
Regency Requirements	CAR 401.05
Flight Training Program Approval - not required if program conforms to CARs 421.24, 421.92 & 421.94	CAR 405.12
Aerodrome	CAR 405.24
Pre-Flight Briefings	CAR 405.31
Authorization of Training Flights	CAR 405.32
Notification Requirement	CAR 406.05
Ground Instructors	CAR 406.24
Instructor Records	CAR 406.25
Flight Authority	CAR 406.32; 605.03
Daily Flight Record	CAR 406.56
Journey Log & Technical Records	CAR 406.57; 605.92; 605.95
Pre-Flight Information	CAR 602.72
Weather Information	CAR 605.04
Aircraft Flight Manual	CAR 605.21
Aircraft Equipment Requirements	CAR 605.22; 605.24
Seat & Safety Belts	CAR 605.84
Maintenance Requirements	CAR 605.84
Liability Insurance	CAR 606.02