

## Authorization Form (v2.0 May 2013)

This form must be completed and submitted to Dispatch at the time of sign-out trips more than four hours or with a crossing into the USA. Please submit the request 48 hours in advance to the Chief Flight Instructor (CFI) for approval.

- Flight(s) over four hours in duration
- Flight(s) into USA
- Flight(s) that will remain overnight

**Journey Log: Flights overnight will require the pilot to review the last page of this form.**

### Information – Pilot and Pax

Pilot and Pax – Names		Contact Number (Cell)	Weights of Pax/Bags
1.			
2.			
3.			
4.			

Pilot's Total Time	Aircraft Type	Aircraft Registration	Emergency Contact Number

Pilot's Time on Type	Intended Route (Fuel Stops)

Departure Date	Departure Time	Return Date	Return Time	Estimated Total Time of Usage on Aircraft

Trip to be a Training Flight (Student Solo)	Student's Instructor	Rental Flight	Name and Contact of FBO where aircraft will be overnight

### Flights to the USA

- Valid Passports
- EAPIS/Forms/Customs Contacted

Pilot Certification: As a PIC, I accept full responsibility for the safe conduct of this flight. I certify that I am familiar with all pertinent information relevant to this flight: weather, WWFC Safety Information, Destination Information, etc. I also certify that I will carry out the flight in accordance with the CAR's/FAA regulations and WWFC rules. I certify that I am qualified and current on this type of aircraft type according to WWFC rules and my licence and medical are valid for the time period of this trip. I further certify that a copy of the weight and balance report has been left on the file with WWFC before departing.

Pilot's Name				Pilot's Signature				Pilot's Licence Number					
CFI's Approval											Date		

### Journey Log Instructions

1. The Journey Log requires the PIC to check that the aircraft is airworthy and properly equipped prior to the aircraft being dispatched for flight operations.
2. Extended rental flights overnight will require the PIC to enter each leg into the Journey Log during their trip. (Sample Journey Log entries below).
3. Defects discovered away from WWFC will require the PIC to contact Dispatch before commencing further flights. ***(Defects need to be entered into the Journey Log as soon as possible and/or prior to next flight. All defects need to be deferred or fixed prior to further flight operations)***.

### Sample of Entries Required by a Pilot Over Three Days:

FLIGHT RECORD											DOSSIER DE VOL			
Date	Crew	Journey		Record of time				Other			Defects	Rectification	Signature	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
"/"/	Pilot	From	To	Up	Down	Air Time	TTSN							
2013	Totals brought forward →						1050.0							Bob Smith
May 20	Bob Smith	CYKF	CYHM	1400	1430	0.5	1050.5						Bob Smith	
May 20	Bob Smith	CYHM	CYXU	1515	1600	0.7	1051.2						Bob Smith	
May 21	Bob Smith	CYXU	CYVV	1200	1312	1.2	1052.4						Bob Smith	
May 22	Bob Smith	CYVV	CYKF	1100	1206	1.1	1053.5						Bob Smith	