

## Waterloo-Wellington Flight Centre - Authorization Form (v3.0 Aug 2021) This form must be completed and submitted to dispatch at the time of sign-out trips more than 4 hours or with a crossing into the USA. Please submit the request 48 hours in advance to the CFI for approval. Flight(s) over 4 hours in duration Flight(s) into USA Flight(s) that will remain overnight Student flight (Restrictions may be applied) Rental flight Journey Log: Flights overnight will require the pilot to review the Back of this form. \*\*\*Instructor Authorization is needed to enter times into a student PTR\*\*\* **Information – Pilot and Pax:** Pilot and Pax - Names Contact Number Weights of Pax / Bags (Cell) 2 3 4 Pilot's Total Aircraft Type Aircraft **Emergency Contact Number** Time Registration Pilot's Time on **Intended Route (Fuel Stops) Type** Departure Departure Return Return Est. Total Time of Usage on Aircraft Date Time Time Date Name and Contact of Trip to be a **Student's Instructor Rental Flight Training Flight** FBO where aircraft will (Student Solo) be overnight Flights to the USA: П Valid Passports EAPIS / Forms / Customs Contacted 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 & 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 file with the Flight Centre before departing.

Pilot Name, Signature, Lic. Number

CFI 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 of fixed prior to further flight operations);

## Sample of entries required by a pilot over 3 days: Below

FLIGHT RECORD										DOSSIER DE VOL			
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10,20		CYHN	CYXY	15:16	16:00	0.7	1851.2					Bel Cla	
Tayal		CYXU	CYVV	12:00	17:12	1.2	1052.4					Bh Che	
10/22	Bob Smith	CYVV	CYKF	11:00	13:06	1.1	1053.5					El Sler	
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