

FILLING INSTRUCTIONS FOR FLIGHT SYLLABUS AND PILOT LOGBOOK

After every flight student pilot shall fill his/her flight syllabus, pilot logbook and aircraft journey logbook. Flight instructor checks the markings and approves them by signing the books. When a student pilot acts as a pilot-in-command, he/she signs the a/c journey logbook and instructor signs student's flight syllabus and pilot logbook.

Missing or incorrect markings cause unnecessary work to flight school. In worst case student and instructor think the student is ready for the flight exam, but in reality he/she lacks some crucial minutes of flight time.

- Always use UTC time
- Use dry ink or felt tip pen. Make clear numbers and letters.
- Use "Comments" section to mark block time, flight time and a/c registration. Leave proper room for instructor markings.
- When flying cross country, mark the route to "Comments" section.
- In summary pages, write block times of individual flights to boxes. Do not calculate cumulative time! If you want, you may calculate cumulative time to page margin.
- When filling pilot logbook, mark only block-to-block-time.
- Flight time shall be marked in a/c journey logbook.
- Write proper flight number (according to your syllabuses) to pilot logbook "Remarks" section.
- Always check that the times and other markings are the same in pilot logbook, flight syllabus and a/c journey logbook.
- Flight syllabus shall not be taken to a/c. If you want, you may copy a page and bring it with you to a flight.
- It is recommended to buy a calculator with time calculation function.

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