

Instructions for filing an operational flight plan (local flights)

Operational flight plan is a tool for flight planning and monitoring. OFP is mandatory for all school- and training flights in TTT-Aviation. Student files an OFP and flight instructor checks it and approves it with a signature.

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General

- 1) Date of flight
- 2) Number of flight (syllabus)
- 3) Aircraft type (eg. C150)
- 4) Aircraft registration (eg. OH-CET)
- 5) Type of flight: school SCH / student solo flight TRG / checkride CHK / ferry flight FER
- 6) Pilot In Command: instructor in school flights, student in student solos
- 7) Student name (if other than PIC)
- 8) PAX: passenger name
- 9) Signature of OFP filer
- 10) Signature of OFP approver (usually instructor)

Fuel calculation

- 11) Taxi fuel quantity and time
- 12) Trip fuel quantity and time
- 13) Contingency fuel qty. and time (equals 15 minutes of cruise consumption according to POH). Contingency fuel may be consumed during flight.
- 14) Final reserve fuel qty. and time. Intended to be consumed only during unexpected delays like deteriorating weather, ATC delays, getting lost. In normal operations final reserve fuel should remain in tanks after the flight.
- 15) Minimum fuel in tanks at off-block. Qty and time.
- 16) Extra fuel: actual usable fuel in tanks minus minimum block-fuel. Qty and time.
- 17) T/O: Fuel in tanks before take-off. Minimum block fuel minus taxi fuel.

18) After flight: Mark calculated after flight -fuel (qty & time) to the left side of the box. After flight, measure actual fuel in tanks with a dipstick and mark it to the right side of the box.

19) Engine oil before flight (unit quart, 0,946 liters, a small bottle of aviation oil)

Time

20) Departure aerodrome (eg. EFHF)

21) Destination aerodrome

22) Off-block-time: actual time, when a/c started its taxi. Use UTC.

23) Take-off-time: time, when a/c departed.

24) LDG: time, when a/c landed.

25) On-block: time, when a/c ended its taxi after the flight.

26) Block time: hours and minutes between off-block and on-block.

27) Flight time: hours and minutes between take-off and landing.

28) LDG: Number of landings and touch-and-goes during flight.

Flight plan

If ATS flight plan is filed by radio, mark your flight plan here.

ATIS

Space for automatical terminal information service (ATIS)

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Check before flight

Before flight, check all listed documents are on board and valid.

Check after flight

After flight, check following items are properly done.

A/C parked properly / tiedowns

A/c is properly in parking lot or other suitable space. Pitot-static covers are set. Control lock is set. A/c is properly tied down to ground or concrete weights. Wing covers are set and engine/cockpit heaters (if applicable) are set.

ATS flight plan closed

In controlled airspace air traffic controller closes your flight plan after the flight automatically. In uncontrolled airspace (including controlled airspace outside ATC operating hours) you have to close your flight plan by calling ATC area control center.

A/C logbook completed

Aircraft journey logbook is completed and possible malfunctions are marked.

Pilot logbook completed

Pilot logbook is completed and instructor has signed it.

Syllabus completed

Student syllabus is completed and instructor has signed it.