



**Waterloo-Wellington Flight Centre - Authorization Form (v2.0 May 2013)**

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

**Journey Log: Flights overnight will require the pilot to review the Back 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	Est. 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 & 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										
Date	Crew - Équipage Pilot/Copilot Pilote/Copilote	Journey - Route		Record of time - Fiche de temps				Other - Autre		
		From Da	To A	Up Décollage	Down Atterissage	Air time Temps-air	TTSN**	10	11	
Totals brought forward Totaux reportés								1050.0		
May 20	Bob Smith	CYKF	CYHM	14:00	14:30	0.5	1050.5			
May 20	Bob Smith	CYHM	CYXU	15:10	16:00	0.7	1051.2			
May 21	Bob Smith	CYXU	CYVV	12:00	13:12	1.2	1052.4			
May 22	Bob Smith	CYVV	CYKF	11:00	12:06	1.1	1053.5			

DOSSIER DE VOL		
Maintenance		
12 Defects Défectuosités	13 Rectification	14 Signature
		Bob Smith
		Bob Smith
		Bob Smith
		Bob Smith

*Example*