

CROSS-COUNTRY CHECKLIST

8.1. PLANNING CHECKLIST:

- 8.1.1. Submit a request on AF Form 1583 at least 10 days prior to scheduled flight.
- 8.1.2. Schedule your aircraft, but if your cross-country flight is denied it is your responsibility to cancel the flight in the schedule computer. See para 1.3.3.
- 8.1.3. Your cross-country flight must be approved by either the Manager or Chief Instructor. Students see para 4.10.
- 8.1.4. Plan to fly aircraft the minimum time per day as established by this SOP. See para 1.3.3.2.
- 8.1.5. Once an aircraft has been reserved for the flight, every effort should be made to adhere to the schedule. **CANCELLATIONS MUST BE MADE AS EARLY AS POSSIBLE TO FREE THE AIRCRAFT FOR OTHER MEMBERS.**
- 8.1.6. Weather cancellations are always accepted, HOWEVER, it is your responsibility to free the aircraft for the time. If you do not, you can be charged for the lost flight time.
- 8.1.7. Survival gear is the responsibility of the Pilot in Command, for both you and your passengers.
- 8.1.8. Call for prior permission if your itinerary includes stops at a military base. See para 3.7. Ask the Manager for further assistance.
- 8.1.9. Select a Fixed Base Operation (FBO) that is secure, with lighting and not at a remote site. Request that the aircraft be hangared (often, overnight hangaring is permitted with fuel purchase or for small fee.

8.2. PRE FLIGHT:

- 8.2.1. Confirm that AF Form 1583 (Cross-Country Request) is approved and signed.
- 8.2.2. Obtain weather briefing from FSS or DUATS.
- 8.2.3. Have current aeronautical charts for intended route of flight.
 - a. Note: Special Use Airspace, Restricted, Prohibited and Alert areas.
 - b. Note: Emergency air fields.
- 8.2.4. Check NOTAM's including D & L Class for civilian airfields. Check TFR conflicts, if any.
- 8.2.5. Take extra engine oil for an en route stop.
- 8.2.6. Take survival kit and sleeping bags, if appropriate.
- 8.2.7. Have airsickness bags, headsets and ear plugs available for all passengers.
- 8.2.8. Check the aircraft lighting during pre flight.
- 8.2.9. File Flight Plan with FSS or Base Operations (DD 175) if flying to another military field. Use a DD 175 to ensure your PPR and arrival time will be passed on.
- 8.2.10. File FTC/AERO Form 1 (clearance Form, page 10-1) at the office counter.
- 8.2.11. Complete "Covenant Not to Sue Form" for all passengers and attach to FTC/AERO Form 1 or note "on file".
- 8.2.12. Have your copy of the SOPs with all vital information and phone numbers.
- 8.2.13. Dispatch aircraft in Dispatch Computer. Use "Dry" rate if refueling elsewhere.
- 8.2.14. Complete the Weight and Balance Form and attach it to the FTC/AERO Club Form 1, if more than 2 people are on board.

8.3. EN ROUTE:

- 8.3.1. Clearing Authority for flight away from FTC/AERO is the Pilot-In-Command.
- 8.3.2. Flight will not be planned into area of known or forecasted icing or embedded thunderstorms.
- 8.3.3. Do not file through areas of Forecasted Severe Weather.
- 8.3.4. Compute fuel requirements to plan for a minimum of one-hour fuel remaining at all fuel stops.
- 8.3.5. Be present when aircraft is being refueled. Do not allow refueling when lightning is within 5 miles.
- 8.3.6. Recheck weather and NOTAMS at all stops.
- 8.3.7. Flight Plans filed with Flight Service are required on all flights not returning to the take-off point.
- 8.3.8. Notify the FTC/AERO Manager or office if RON location or date must be changed, or if return time and date cannot be met. FTC Manager's phone number (719) 556-4310/9.
- 8.3.9. Ensure all filed Flight Plans are "Opened" in appropriate manner, and "Closed" promptly on arrival at destination. Ensure the aircraft is tied down or hangared at en route/RON stops.
- 8.3.10. If maintenance is required, contact the Manager or staff for assistance PRIOR to permitting any work on the aircraft.
- 8.3.11. If diverted from your Flight Plan due to weather or maintenance, be sure to notify FSS and FTC/AERO.

A Pilot's responsibility involves chocking, locking, and grounding the aircraft and insuring sufficient room exists for other aircraft to move freely. If hangaring the aircraft use wing walkers. If the aircraft cannot be hangared, securely tie down, chock, lock it, and remove all headsets and Handheld GPS's. Try to park close to the night lighting, but not immediately next to the taxi area (this prevents "clipped wings"). Install cockpit cover/sun shield.

8.4. RETURN/COMPLETION:

- 8.4.1. Refuel the aircraft, as necessary to tank level used for local flights.
- 8.4.2. Secure aircraft (tie down, sun screens or cockpit cover in place, control lock in place, chocked, etc.). Remove ALL clutter and personal items from the aircraft.
- 8.4.3. Complete required documentation. Use dry rate computations on voucher and include fuel added on return. Log aircraft in on Dispatch Computer.
- 8.4.4. If less than required hours flown, check with the Manager prior to voucher completion. See para 1.3.3.2.
- 8.4.5. Ensure you have left the aircraft keys and books in the FTC/AERO.

If you return home without the aircraft, the cost of your return trip is totally yours. Also, the cost of our recovering the aircraft and bringing it home is your responsibility. Do not abandon the aircraft and come home. Ensure that the Manager or Chief Instructor know where it is, who to contact and how to contact you!

The following numbers are for your use in an emergency:

Flight Training Center	(719) 556-4310
Justin Hoover, Manager	(303) 947-3258
Bob Jerman, Chief Instructor	(719) 596-7970
Lyle Mortenson, Asstant Chief	(719) 597-7540
Meagen Liggins, Assistant Manager	(757) 751-4286
Jenny Mayo, Office Automation Assistant	(719) 799-3687
Neil Wickliff, Mechanic	(719) 332-9453