

Training Record Guideline

Issued under the Authority of:

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Abbreviations:

CAE OAA	CAE Oxford Aviation Academy
NOTAC	Notice to Aircrew

Policy:

In order to provide students a guideline and to standardize the way training records and logbooks are filled in, a guideline has been produced. This guideline should be followed by all students.

Scope

CAE Oxford Aviation Academy

COAA Amsterdam Training Records

Dear Students,

Please find below some notes and examples on how to fill in the training records.

GENERAL RULE:

No blanks may be found in your TR, meaning that **ALL** missions must be filled in from TOP to BOTTOM, with **ALL** the required information including :

- DATE,
- YOUR NAME,
- INSTRUCTOR'S NAME,
- WEATHER INFORMATION including WIND Direction, Velocity (this may be substituted by WIND CALM if applicable)
- SIGNATURE INSTRUCTOR (may be replaced by 'N/A' for PIC / SOLO flights)
- YOUR SIGNATURE on EACH PAGE.
- The REMARK and NEXT session must also be filled in or replaced with 'N/A' if applicable (see Example 1 Below).
- Actual Times. When 2 exercises are combined in a single mission, Actual Briefing and Flight time only has to be recorded on 1 exercise and 'SEE previous/next' written in actual times of other exercise.

No EMPTY missions without notes. Should you need to make a copy of a mission, do not leave any blank duplicates in your binder.

If a mission is NOT used, a note should be written on relevant mission.

Exercise NOT performed must be crossed out and comment (in example 'will be performed during EX...')

EXTRA MISSION sheets can be printed from www.sabena-az.com or eLibrary. Do NOT make copies of other missions to use it as extra mission sheet. **PUNCH a hole** in the EXTRA TRAINING sheet rather than just pushing it into the binder.

Ground Training summary sheets must be filled in after every briefing.

Flight Summary sheets must be filled in after every flight and at the latest when completing a phase.

NOTE : Both Ground and flight summary sheet may be replaced by a TALON report. In this case add 'SEE TALON REPORT' on the relevant summary sheet.

YOU are responsible for your training records make sure:

- It filled in carefully after every flight
- All items are filled IMMEDIATELY.
- No loose papers. Fix it.
- Keep it in a clean state.

Next page contains a list of adjustment you have to make to your Training Record

Therefore following pages will have to be adjusted :

- **All General/Technical briefings** should have '**N/A**' for **PLANNED FLIGHT, ACTUAL FLIGHT** and **WEATHER**. Note : If Planned flight contains '00:00' there's no need to replace it with '**N/A**'
 - **PA28 PHASE:**
 - EX1
 - EX2
 - EX31
 - **DA40 PHASE:**
 - EX1
 - EX2
 - EX3
 - **DA42 PHASE:**
 - EX1
 - EX2
 - EX3

- **All PIC** (= SOLO FLIGHT and NOT SPIC) should have a '**N/A**' in the for **INSTRUCTOR** and **SIGNATURE INSTRUCTOR** : (SEE EXAMPLE 3)
 - **PA28 PHASE :**
 - EX18B
 - EX19
 - EX24A, 24B
 - EX27B
 - EX28A, 28B
 - EX28C
 - EX30A, 30B, 30C
 - EX32B, 32C, 32E,32F, 32H
 - EX34, 34B
 - **DA40 PHASE:**
 - EX22
 - EX23A, 23B
 - EX29

- **Other changes :**
 - **PA28 PHASE:**
 - EX33C : ADD : 'To be used for time building if necessary' in remark section
 - Cross out following Exercises and add : 'Will be performed during DA40 IFR Phase or FNPT':
 - EX41.10
 - EX42.10
 - EX43.11
 - EX44.11
 - EX45.11, EX45.12
 - EX46.11, EX46.12
 - EX47.10, EX47.11
 - EX48.5, EX48.11, EX48.12
 - EX49.5, EX49.9, EX49.10, EX49.11, EX49.12
 - EX50.5, EX50.6, EX50.7, EX50.8, EX50.9 Add : Review of Basic Instrument Flying'
 - **DA40 PHASE:**
 - EX28 : Exercise to be logged as SPIC (IFR) NAV.
 - **DA42 PHASE :**
 - EX12 make copy and ADD : PART1 on original and PART 2 on copy. Chang planned flight time in 2Hr. (Mission will be flown as 2x2Hr ISO 4Hr)



NLS Syllabus Gradesheet Notes

Aviation Training

BV Nationale Luchtvaartschool

TITLE: TRAINING MANUAL PART 2		THE NUMBER: TM,part 2	ATP INTEGRATED USA
REV.: 0	AMDT.:	REV.DATE: 01-03-10	AMDT.DATE:
SECTION TITLE: COURSE STRUCTURE		SECTION NUMBER: 1	PAGE 17 OF 221

4. STRAIGHT AND LEVEL FLIGHT

PA-28

Exercise N°: 4

Complete WX details; must include W/V

Date: 08JUN2010

	PLANNED		ACTUAL		NAME: W. Van DRIVER (DVER)
	BRIEF	FLIGHT	BRIEF	FLIGHT	
HOURS	04:00	01:00	03:00	01:00	INSTRUCTOR: M.HUNTER
DURATION	02:00	01:00	01:00	01:00	WEATHER: 10SM SCT4500
TOTAL HOURS	06:00	02:00	04:00	02:00	W/V 220/10

>2 Unsatisfactory consecutive flights or an unsatisfactory Progress Check Require
 Hearing Board. ALL additional training requires approval by CH NLS.

EXERCISE	BS	S-	S	S+	AS	REMARKS
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Complete ACTUAL columns as briefed/ flown

4. STRAIGHT AND LEVEL FLIGHT

4.1. Pre-flight briefing						
4.2. Ground operations						
4.3. Run-up checks						
4.4. Take-off						
4.5. Climb						
4.6. Straight and level flight						Unable to maintain selected attitude
4.7. Correct co-ordination of aileron and rudder						
4.8. Returning aircraft to its original heading						
4.9. Achieving different airspeeds while maintaining level flight						Small adjustments of attitude req'd.
4.10. Returning aircraft to its original attitude for cruise flight						
4.11. Altering the aircraft configuration whilst maintaining level flight						Smooth, coordinated control changes.
4.12. Instrument indication during straight and level flight						Maintain balanced flight using slip ball.
4.13. Aircraft performance in relation to: <ul style="list-style-type: none"> Range and endurance Weight and balance 						
4.14. Approach checks						
4.15. Final checks						
4.16. Landing						
4.17. Taxi						Good airmanship demonstrated.
4.18. Emergency procedures on ground						
4.19. Shut down						

Greater than 3 'S-' or one 'BS' require an Unsatisfactory Grade.

Remarks required for grades other than 'S'.

Strikethrough items not attempted.

Remarks should be legible and relevant to the flight - not necessarily negative.

Type of flight

REMARKS: SATISFACTORY UNSATISFACTORY

Overall unsatisfactory due to inaccurate attitude selection and maintenance. Some good points though with particular respect to airmanship airborne and on the ground. Landing not attempted today.

NEXT: Repeat exercise. Re-brief selection of Straight & Level Flight with speed changes.

*Instructor should mark the applicable box

Exercise to be logged as DUAL

SIGNATURE INSTRUCTOR

SIGNATURE TRAINEE

Signature Block must be signed at end of debrief



Aviation Training
BV Nationale Luchtvaartschool

TITLE: TRAINING MANUAL PART 2		THE NUMBER: TM part 2		ATP INTEGRATED USA	
REV.: 1	AMDT.: 2	REV. DATE: 01-11-10	AMDT. DATE: 01-08-2012		
SECTION TITLE: COURSE STRUCTURE		SECTION NUMBER: 1	PAGE 123 OF 226		

1. GENERAL BRIEFING

DA-40	PLANNED		ACTUAL		Exercise N°: 1	Date: 24 MAY 2011		
	BRIEF	FLIGHT	BRIEF	FLIGHT	NAME: Coettermans X			
HOURS	00:00	00:00	-	-	INSTRUCTOR: Smith D.	WEATHER		
DURATION	03:00	00:00	03:00	N/A		N/A		
TOTAL HOURS	03:00	00:00	03:00					
EXERCISE			BS	S	S	S4	AS	REMARKS

1. GENERAL BRIEFING

- Briefing:
- 1.1 Departure and arrival procedures
 - 1.2 Airplane Flight Manual
 - Lay out and use
 - Operating limitations
 - 1.3 Checklist
 - 1.4 Take-off and landing speeds
 - 1.5 Abnormal conditions
 - 1.6 Performance
 - 1.7 Flight Planning
 - 1.8 Weight and balance
 - 1.9 Adverse weather operation

	BS	S	S	S4	AS
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓
			✓	✓	✓

Ref:
POH DA-40
FTM DA-40
Expanded checklist
Summary Training
Manual

REMARKS: SATISFACTORY UNSATISFACTORY

Review your adverse weather operations

NEXT: N/A
*Instructor should mark the applicable box for SATISFACTORY or UNSATISFACTORY

SIGNATURE INSTRUCTOR: *Coettermans X* SIGNATURE TRAINEE: *Smith*



Aviation Training
BV Nationale Luchtvaartschool

TITLE: TRAINING MANUAL PART 2		THE NUMBER: TM part 2	ATP INTEGRATED USA
REV.: 1	AMDT: 2	REV DATE: 01-11-10	AMDT DATE: 01-08-2012
SECTION TITLE: COURSE STRUCTURE		SECTION NUMBER: 1	PAGE 41 OF 226

24. REFRESHMENT TRIP 4
PA-28

Exercise N°: 24(A) Date: 24 MAY 2011

	PLANNED		ACTUAL		NAME: Smith D.
	BRIEF	FLIGHT	BRIEF	FLIGHT	INSTRUCTOR: N/A
HOURS	44:00	23:00	44:00	23:00	WEATHER:
DURATION	01:00	01:00	01:00	01:00	Vmc Wing 260/10
TOTAL HOURS	45:00	24:00	45:00	24:00	

EXERCISE	BS	S	S	S+	AS	REMARKS
24.(A) REFRESHMENT TRIP 4						
24.1. Pre-flight check						
24.2. Ground operation				✓		
24.3. Take-off and initial climb				✓		unable to maintain selected attitude
24.4. Outbound VFR procedure				✓		
24.5. Emergency Procedure				✓		
24.6. Inbound VFR procedure				✓		
24.7. Joining circuit				✓		
24.8. Visual circuit				✓		
24.9. Normal landing				✓		
24.10. Flapless landing				✓		
24.11. Precautionary landing				✓		Small adjustments of attitude req'd.
24.12. Emergency landing				✓		
24.13. Touch and go				✓		
24.14. Engine failure after take-off				✓		
24.15. Full stop				✓		Smooth, coordinated control changes.
24.16. R/T procedures				✓		
24.17. Trimming				✓		
24.18. Visual look-out				✓		Maintain balanced flight using slip ball.
24.19. Work attitude				✓		
24.20. Management				✓		
24.21. Leadership				✓		
24.22. General Progress				✓		

REMARKS: SATISFACTORY UNSATISFACTORY

N/A

1 hrs to be logged PIC

NEXT: N/A

*Instructor should mark the applicable box

SIGNATURE INSTRUCTOR

N/A

SIGNATURE TRAINEE

Smith

TITLE : TRAINING MANUAL PART 2		THE NUMBER		ATP INTEGRATED USA TM.part 2	
REV : 1	AMDT : 2	REV DATE :	01-11-10	AMDT DATE :	01-08-2012
SECTION TITLE: COURSE STRUCTURE		SECTION NUMBER		1	

EXTRA MISSION

				DATE:			
		PLANNED		ACTUAL			
				NAME:			
		BRIEF	FLIGHT	BRIEF	FLIGHT		
HOURS DURATION TOTAL HOURS					INSTRUCTOR:		
EXERCISE					WEATHER:		
		BS	S-	S	S+	AS	REMARKS

REMARKS:

SATISFACTORY

UNSATISFACTORY

NEXT :

SIGNATURE INSTRUCTOR

EXERCISE TO BE LOGGED AS :

SIGNATURE STUDENT

Exercise	7			8			10			11			14		15			17	18
	SINGLE ENGINE						MULTIENGINE SINGLE PILOT						IFR		Simulator				
	DAY			NIGHT			DAY			NIGHT			Actual	OR simul	FNPT1	FNPT2	FFS		
PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL								
EXE 3/4			1.5																D1
EXE 5			1.5																D2
EXE 6/7			1.5																D3
EXE 8/9			1.5																D4
EXE 10/11			1.5																D5
EXE 12			1.5																D6
EXE 13			1.5																D7
EXE 14			1.5																D8
EXE 15			1.5																D9
EXE 16/17			1.5																D10
EXE 18 A B	0.5		1.0																DS11
EXE 19 A			1.5																D12
EXE 19 B	1.5																		D13
20H CHECK			1.0																C14
EXE 21 22			1.5																D15
EXE 23 24A	1.0		1.0																DS16
EXE 24B	1.0																		S17
EXE 25			1.0														1.0		D18
EXE 26			3.0																D19
EXE 27A	1.0	1.0	1.0														2.0		D20
EXE 27B	3.5																		S21
EXE 28A	2.5																		S22
EXE 28B	1.5																		S23
EXE 28D			2.0																D24
EXE 28C	1.0																		S25
EXE 29	1.0	1.0																	C26
EXE 30A	2.0																2.0		S27
EXE 30B	2.0																2.0		S28
EXE 30C	2.0																2.0		S29
EXE 31 32A	1.5	1.5																	D30
EXE 32B	2.0																2.0		S31
EXE 32C	2.0																2.0		S32
EXE 32D	1.5	1.5																	D33
EXE 32E	1.5																1.5		S34
EXE 32F	1.5																1.5		S35
EXE 32G	1.5	1.5															1.5		D36
EXE 32H	1.5																1.5		S37
EXE 32I	1.5	1.5															1.5		D38
EXE 33A			1.5														1.5		D39
EXE 33B	1.5	1.5															1.5		D40
EXE 34A	3.5																3.5		S41
EXE 34B	1.5																1.5		S42
VFR NAV CHECK	1.5	1.5															1.5		C43
EXE 36			1.0											1.0					D44
EXE 37 38			2.0											2.0					D45
EXE 39 40			2.0											2.0					D46
EXE 41 42			2.0											2.0					D47
EXE 43 44			2.0											2.0					D48
EXE 45 46			2.0											2.0					D49
EXE 47 48	2.0	2.0												2.0					D50
EXE 49 50	2.0	2.0												2.0					D51
TOTAL PA28	47.0	15.0	40.5	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	15.0	0.0	0.0	0.0	30.0		

PA28 ARCHER 3

Exercise	7			8			10			11			14		15			17	18		
	SINGLE ENGINE						MULTIENGINE SINGLE PILOT						IFR		Simulator					X-Country	Mission
	DAY			NIGHT			DAY			NIGHT			Actual	OR simul	FNPT1	FNPT2	FFS				
PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL							
B C D 1 2																2.0			F52		
B C D 3																1.0			F53		
B C D 4																1.0			F54		
B C D 5																1.0			F55		
B C D 6 7																2.0			F56		
B C D 8 BIF9																2.0			F57		
BIF 10 11																2.0			F58		
BIF 12 13																2.0			F59		
BIF 14 15																2.0			F60		
BIF 16 17																2.0			F61		
BIN 18 19																2.0			F62		
BIN 20 21																2.0			F63		
BIN 22 23																2.0			F64		
BIN 24 25																2.0			F65		
BIN 26 27																2.0			F66		
IP 1 2																2.0			F67		
EXE 4			1.5																D68		
EXE 5			1.0																D69		
IP 3 4																2.0			F70		
EXE 6			1.5																D71		
EXE 7	1.5	1.5														1.5			D72		
EXE 8			1.5													1.5			D73		
IP 5 6																2.0			F74		
EXE 9A B			2.0													2.0			D75		
EXE 10A B	2.25	2.25														2.25		2.25	D76		
EXE 10C	1.25	1.25														1.25		1.25	D77		
IP 7 8																2.0			F78		
IP 9 10																2.0			F79		
EXE 24 25						1.5										1.5			D80N		
EXE 26						1.5										1.5			D81N		
EXE 27				1.0	1.0											1.0			D82N		
EXE 28				1.5	1.5											1.5		1.5	D83N		
EXE 29				1.5												NO IFR			S84N **		
IP 11 12																2.0			F85		
EXE 11			1.5													1.5			D86		
EXE 12	1.5	1.5														1.5		1.5	D87		
EXE 13	1.5	1.5														1.5		1.5	D88		
EXE 14	2.0	2.0														2.0		2.0	D89		
EXE 15A B	2.0	2.0														2.0		2.0	D90		
EXE 15C	1.5	1.5														1.5		1.5	D91		
IP 13																1.0			F92		
EXE 16	2.0	2.0														2.0		2.0	D93		
EXE 17A	1.5	1.5														1.5		1.5	D94		
EXE 17B	1.5	1.5														1.5		1.5	D95		
EXE 17C	1.5	1.5														1.5		1.5	D96		
EXE 17D	1.5	1.5														1.5		1.5	D97		
EXE 18	1.5	1.5														1.5		1.5	D98		
EXE 19A	1.5	1.5														1.5		1.0	D99		
EXE 19B	1.5	1.5														1.5		1.0	D100		
EXE 19C	1.5	1.5														1.5		1.5	D101		
EXE 19D	1.5	1.5														1.5		1.5	D102		
EXE 19E	1.5	1.5														1.5			D103		
IR PROG CHECK	1.5	1.5														1.5			C104		
EXE 21	2.0	2.0	1.0															3.0	D105		
EXE 22	1.0																		S106		
EXE 23A	2.5																	2.5	S107		
EXE 23B	2.5																	2.5	S108		
EXE 30	1.5	1.5																	D109		
SEP CHECK	1.5	1.5																	C110		
TOTAL DA40	43.0	37.0	10.0	4.0	2.5	3.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0	44.0	0.0	40.0	0.0	36.0			

DA40

Exercise	7			8			10			11			14		15			17	18		
	SINGLE ENGINE						MULTIENGINE SINGLE PILOT														
	DAY			NIGHT			DAY			NIGHT			IFR		Simulator						
	PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL	PIC	SPIC	DUAL	Actual	OR simul	FNPT1	FNPT2	FFS			X-Country	Mission
DA42-L360 PHX	SIM 1															1.5				F111	
	SIM 2															1.5				F112	
	SIM 3															1.5				F113	
	SIM 4															1.5				F114	
	EX 4											1.5								D115	
	EX 5											1.5								D116	
	EX 6											1.5								D117	
	SIM 5															1.5				F118	
	SIM 6															1.5				F119	
	EX 7											1.5								D120	
	EX 8							1.5	1.5				1.5							D121	
	EX 9							1.5	1.5				1.5							D122	
	SIM 7															1.0				F123	
	EX 10							1.5	1.5				1.5							D124	
	EX 11							1.5	1.5				1.5							D125	
	EX 12							2.0	2.0									2.0		D126	
	EX 12							2.0	2.0									2.0		D127	
	CPL ME							2.0	2.0											D128	
	TOTAL DA42	0.0	0.0	0.0	0.0	0.0	0.0	12.0	12.0	6.0	0.0	0.0	0.0	6.0	0.0	10.0	0.0	4.0			
	TOTAL PHX	90.0	52.0	50.5	4.0	2.5	3.0	12.0	12.0	6.0	0.0	0.0	0.0	65.0	0.0	50.0	0.0	70.0			
DA42-TDI BRU	SIM 6															1.5				SIM 6	
	SIM 7															1.5				SIM 7	
	SIM 8 9															1.5				SIM 8 9	
	SIM 10 11															2.0				SIM 10 11	
	SIM 12 13															2.0				SIM 12 13	
	EX 14							1.5	1.5				1.5					1.5		EX 14	
	EX 15							1.5	1.5				1.5					1.5		EX 15	
	EX 16							2.0	2.0				2.0					2.0		EX 16	
	EX 17							1.5	1.5				1.5					1.5		EX 17	
	EX 18							2.0	2.0				2.0					2.0		EX 18	
	TOTAL DA42	0.0	0.0	0.0	0.0	0.0	0.0	8.5	8.5	0.0	0.0	0.0	0.0	8.5	0.0	8.5	0.0	8.5			
	GRAN TOTAL	90.0	52.0	50.5	4.0	2.5	3.0	12.0	12.0	6.0	0.0	0.0	0.0	65.0	0.0	50.0	0.0	70.0			

HOBBS TIME MUST BE THE ACTUAL HOBBS AS PER TALON
 EVERY SPIC HOUR, SHOULD ALSO BE LOGGED AS PIC IN YOUR LOGBOOK (BUT NOT IN TALON).
 EVERY NIGHT FLIGHT SHOULD BE LOGGED AS ACTUAL INSTRUMENT
 IFR FLIGHT PLAN FOLLOWED IN VMC + DAY COUNTRIES AS SIMULATED INSTRUMENT TIME
 * D83N MUST ALSO BE LOGGED AS CROSS COUNTRY (Not mentioned in training record)
 ** S84N (Exe 28) NIGHT SOLO SHOULD NOT BE LOGGED AS (actual/simulated) IFR.