

DDSC DUTY PILOT CHECKLIST

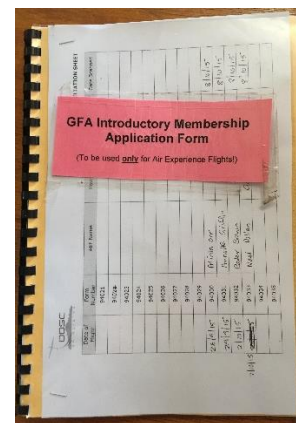
AIR EXPERIENCE FLIGHTS

1. Welcome visitors

- a. First impressions count – introduce yourself and be welcoming!
- b. Point out club facilities – cold drinks, toilets, shade
- c. Ensure AEF and other visitors are safe around the operations

2. Complete AEF Form

- a. The GFA AEF book (in Duty Pilot Folder) must be used
- Yellow copy goes to AEF, white copy should be scanned at end of day and stays in the book.
- b. AEF form must be witnessed or this is **NOT LEGAL!!**
- c. AEF forms includes a \$30 prepaid fee to GFA (so don't waste the forms!)



3. Organise a flight

- a. Introduce the AEF to their pilot
- b. Use **AEF ditto key** for flight (in DP folder)
- c. If visitor has prior flight experience preference them to fly with a full instructor
- d. Ensure flight is no longer than 45mins



4. Complete paperwork

- a. After the flight, give certificate signed by instructor (in DP folder)
- b. **White AEF forms** must be **scanned** at end of day, and enter on **reconciliation sheet**