

DDSC DUTY PILOT CHECKLIST

END OF DAY

- Empty rubbish from pie cart
- Ensure **batteries, DI books, and parachutes** are returned to clubhouse
- Parachutes should be in correct bags and returned to cupboard (delegate if possible)
- Fill out DI books. If single seaters are used by one member only, that member should fill this out
- Scan forms (AEF, new membership forms etc.) and any notes for the bookkeeper
- Note AEF details on Dittolog (or assist instructor)
- Cash:**
 - ★ All cash received to be given to member with Bar access, OR
 - ★ If no member available – should be put in padlock box with details
- Return Duty Pilot phone to charger
- Return orange Duty Pilot folder to office
- Stacking the hanger – chock wheels, wash gliders, close canopies, unlock dive brakes, wing weights on
- Ensure the Dittolog flights are all accurate:
 - ★ AEF notes done
 - ★ Edits completed
 - ★ Flights ticked off
 - ★ All flights accounted for



If Sunday / end of flying weekend:

- Pack up pie cart and return it to parking area
- Scan the Bar sheet
- Bar locked
- Rubbish bins emptied
- Lights off, computers off
- Instructor of the day or Duty Pilot must lock up the hangars and clubhouse