

# DDSC DUTY PILOT CHECKLIST

## GUSS VISITS

1. Organise all GUSS students flying to complete a GUSS form. These are special forms and are in the filing cabinet in office – (FORMS / GUSS)

**No GUSS student to fly without completed form**

2. Use GUSS Ditto keys (hanging up in office)



3. Make sure all GUSS names are recorded on the Ditto day sheet

4. At the **end of the day**:

- ★ Make sure everyone who flew has their name recorded on the Ditto day sheet
- ★ Make sure everyone who flew has a completed form.
- ★ Scan all forms

(GUSS pays bill by account – no money needs to be taken on the day)