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Additional Links			
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ForeFlight	DoD Landing Permit ‡/?		

FF = FOREFLIGHT † = SUPPLIED ‡ = PUBLISHED § = FURNISH LOCALLY ? = OPTIONAL

PREVIOUS EDITIONS OF THE AIF WILL NOT BE USED



CIVIL AIR PATROL

AIRCRAFT INFORMATION FILE



N _____ CAP - _____ TYPE _____ HP _____

FULL FUEL USEFUL LOAD _____ LBS OIL

Exxon Elite 20W-50
 Mineral Oil / Other
 Phillips X/C 20W-50
 Aeroshell

TIRE PRESSURES: NOSE ____ PSI MAINS _____ PSI

— MAJOR INSPECTIONS DUE —

REQUIRED INSPECTIONS	DATE WHEN DONE	HOURS WHEN DONE	NEXT DUE HOURS	NEXT DUE DATE
MID - CYCLE OIL CHANGE				
ANNUAL INSPECTION				
100 HR AIRWORTHINESS INSP				
ENGINE OVERHAUL				
PROPELLER OVERHAUL				
PROP GOVERNOR OVERHAUL				
PITOT / STATIC / TRANSPONDER		NOTE: Annual inspections are due at the end of the 12th calendar month. Pitot / Static / Transponder inspections are due at the end of the 24th calendar month. Mid-cycle oil changes are due IAW the manufacturer's recommendations (typically every 50hr or 4 months). Accomplish annual (FL, HI, & PR) or biennial corrosion preventive treatment with the 100 hr./annual inspection nearest the corrosion prevention due date.		
ELT BATTERY				
CARBON MONOXIDE DETECTOR				
CORROSION CONTROL				
AIRCRAFT REGISTRATION				
LEFT MAGNETO				
RIGHT MAGNETO				

CHECK CO DETECTOR PRIOR TO EVERY FLIGHT

GROUNDED

DO NOT FLY!

**CONTACT YOUR FLIGHT
RELEASE OFFICER FOR
MORE INFORMATION**

ADMINISTRATIVE PREFLIGHT CHECKLIST

1. FLIGHT RELEASE OBTAINED WITH FLIGHT RELEASE OFFICER PRIOR TO FLIGHT.
2. PILOT MEETS ALL REQUIREMENTS OF CURRENT CAPR 70-1, AS AMENDED.
3. PILOT QUALIFIED FOR FLIGHT:
 - a. HAS CURRENT CAPF 70-5 ON FILE FOR AIRCRAFT TYPE AND CATEGORY.
 - b. HAS CURRENT CAPF 70-91 ON FILE FOR MISSION PILOT, OR IS A MISSION TRANSPORT PILOT, IF ACTUAL MISSION.
4. PILOT AND FLIGHT CREWMEMBERS POSSESS THE FOLLOWING REQUIRED PERSONAL DOCUMENTS:
 - a. FAA PILOT'S LICENSE AND MEDICAL DOCUMENTS, AS REQUIRED (PILOT ONLY).
 - b. CAP MEMBERSHIP CARD (ALL CAP MEMBERS).
 - c. CAPF 101 (IF APPLICABLE).
5. PREFLIGHT PLANNING COMPLETED AS PER FARs, INCLUDING WEATHER BRIEFING, CURRENT VFR / IFR CHARTS AS REQUIRED AND WEIGHT AND BALANCE COMPUTED AND IS VERIFIED WITHIN LIMITS FOR THIS FLIGHT.
6. FLIGHT PLAN FILED OR USING FLIGHT FOLLOWING IF FLYING MORE THAN 50 NM FROM DEPARTURE AIRPORT.
7. CHECK AMRAD FOR MALFUNCTIONS WHICH COULD AFFECT SAFE FLIGHT, AND THEN COMPLETE AIRCRAFT FLIGHT TIME LOG (TACH AND / OR HOBBS, MISSION NUMBER ETC.).

IMPORTANT TELEPHONE NUMBERS

	NAME	PHONE
UNIT SAFETY OFFICER	_____	_____
UNIT / WING MAINTENANCE OFFICER	_____	_____
UNIT / WING OPERATIONS OFFICER	_____	_____
WING AIRCRAFT MAINT. OFFICER	_____	_____
WING DIRECTOR OF OPERATIONS	_____	_____
WING / REGION SAFETY OFFICER	_____	_____
WING VICE COMMANDER	_____	_____
WING COMMANDER	_____	_____
REGION COMMANDER	_____	_____
NATIONAL OPERATIONS CENTER	CAP-NOC Duty Officer	(888) 211-1812

AIRCRAFT FLIGHT TIME LOG, AIRPLANE

Tail No _____ Month _____ Year 20 _____ Wing/Region _____ Model _____ Base _____ Page _____ of _____

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To					
Tire PSI	Left Main	SVCD <input type="checkbox"/>	Nose Wheel	SVCD <input type="checkbox"/>	Right Main	SVCD <input type="checkbox"/>	Dep ARPT:	HOBBS	TACH	Fuel & Oil	
FL (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	FR (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	ATD (Z):	End:	End:	Gallons:
RL (Last Name/CAPID)	RR (Last Name/CAPID)					Arr ARPT:	Start:	Start:	Quarts:		
						ATA (Z):	Total:	Total:	Total \$:		

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To					
Tire PSI	Left Main	SVCD <input type="checkbox"/>	Nose Wheel	SVCD <input type="checkbox"/>	Right Main	SVCD <input type="checkbox"/>	Dep ARPT:	HOBBS	TACH	Fuel & Oil	
FL (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	FR (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	ATD (Z):	End:	End:	Gallons:
RL (Last Name/CAPID)	RR (Last Name/CAPID)					Arr ARPT:	Start:	Start:	Quarts:		
						ATA (Z):	Total:	Total:	Total \$:		

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To					
Tire PSI	Left Main	SVCD <input type="checkbox"/>	Nose Wheel	SVCD <input type="checkbox"/>	Right Main	SVCD <input type="checkbox"/>	Dep ARPT:	HOBBS	TACH	Fuel & Oil	
FL (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	FR (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	ATD (Z):	End:	End:	Gallons:
RL (Last Name/CAPID)	RR (Last Name/CAPID)					Arr ARPT:	Start:	Start:	Quarts:		
						ATA (Z):	Total:	Total:	Total \$:		

(List additional occupants in flight block below)

Mo/Day (Z)	Mission Number	Sortie	Symbol	Profile	FRO (Last Name/Phone/CAPID)	Bill To					
Tire PSI	Left Main	SVCD <input type="checkbox"/>	Nose Wheel	SVCD <input type="checkbox"/>	Right Main	SVCD <input type="checkbox"/>	Dep ARPT:	HOBBS	TACH	Fuel & Oil	
FL (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	FR (Last Name/CAPID)	PIC <input type="checkbox"/>	F5 <input type="checkbox"/>	F91 <input type="checkbox"/>	ATD (Z):	End:	End:	Gallons:
RL (Last Name/CAPID)	RR (Last Name/CAPID)					Arr ARPT:	Start:	Start:	Quarts:		
						ATA (Z):	Total:	Total:	Total \$:		

(List additional occupants in flight block below)

Aircraft Flight Time Log, Airplane Instructions and Block Definitions

This form must be retained by the wing/region until the data has been submitted and validated in WMIRS; it may be discarded after such has occurred. Data on form must match in WMIRS.

Tail No:	N Tail Number of Aircraft
Month:	Current Month being recorded (Jan, Feb, Apr, etc.)
YEAR:	Current year being recorded
Wing/Region:	Wing/Region the aircraft is assigned to
Model:	Aircraft Model (C172, C182, C206, GA8, etc.)
Base:	Base Location Identifier of the Aircraft Location
Page: ___ of ___	Enter Page number of current sheet and totals pages submitted
Mo/Day	Zulu Day that this sortie took off (i.e., 8/17)
Mission Number	Mission number of line entry
Sortie	WMIRS sortie number
Symbol	Mission Symbol of line entry
Profile	Profile-Number of any A-12 / B-12 / C-12 mission symbol entry
FRO	Flight Release Officer who released the sortie
Tire Pressures	Per CAPR 130-2, Enter the tire pressures found PRIOR to inflation (check the box <input checked="" type="checkbox"/> if the tire pressure was SERVICED)
PIC	Pilot-In-Command of flight (check the appropriate box <input checked="" type="checkbox"/> in the FL or FR block)
F5	Member receiving Form 70-5A (check the appropriate box <input checked="" type="checkbox"/> in the FL or FR block)
F91	Member receiving Form 70-91A (check the appropriate box <input checked="" type="checkbox"/> in the FL or FR block)
FL	Front Left Seat Occupant
FR	Front Right Seat Occupant
RL	Rear Left Seat Occupant
RR	Rear Right Seat Occupant
Occupants #5 - #8	If more than four occupants (i.e., as in the GA-8), identify them in the next flight block below.
CAPID	CAPID goes after the corresponding occupant's name.
Bill To	Wing unit or member name to be billed for this sortie if applicable.
Dep ARPT	Three-character FAA Identifier for Departure Airport (i.e., ALB, MGM, BOI, GXY, STL, 4R9, etc.)
ATD Zulu	Actual Time of Departure (ATD) is Engine START Time in "Zulu"
Arr ARPT	Three-character FAA Identifier for Arrival Airport (i.e., ALB, MGM, BOI, GXY, STL, 4R9, etc.)
ATA Zulu	Actual Time of Arrival (ATA) is Engine STOP Time in "Zulu".
HOBBS	Enter STOP Hobbs on Top. Enter START Hobbs below. Enter Total Hobbs used (difference between STOP & START)
TACH	Enter STOP Tach on Top. Enter START Tach below. Enter Total TACH used (difference between STOP & START)
Gallons:	Enter Gallons of Fuel purchased for this sortie
Quarts:	Enter Quarts of Oil purchased for this sortie
Total \$:	Enter the US Dollar amount of total Fuel + Oil purchased for this sortie (pre and post flight combined)

EQUIPMENT / INSPECTION / DOCUMENT REQUIREMENTS

AIRCRAFT MUST HAVE THE FOLLOWING DOCUMENTS ON BOARD (AS PER FAR 91.9, 91.203 & 23.1589) [**ARROW**]:

- A. CURRENT **A**IRWORTHINESS CERTIFICATE.
- B. CURRENT **R**EGISTRATION CERTIFICATE.
- C. CURRENT **R**ADIO STATION & OPERATORS LICENSE (for overseas flights ONLY).
- D. CURRENT **O**PERATING HANDBOOK (POH) OR AIRPLANE FLIGHT MANUAL (AFM)
- E. CURRENT **W**EIGHT AND BALANCE PAPERWORK.

FOR ALL FLIGHT CONDITIONS (**DAY / NIGHT VFR, IFR FLIGHT**), THE AIRCRAFT MUST HAVE THE REQUIRED WORKING INSTRUMENTS AND EQUIPMENT (AS PER FAR 91.205 and the KOEL as appropriate).

DISCREPANCIES found during the **preflight** should be annotated immediately in AMRAD and reported to the Aircraft Maintenance Officer and the Airworthiness of the aircraft verified **prior** to flight.

REQUIRED INSPECTIONS (AS PER FAR 43.17 & FAR 91.207):

- A. PITOT-STATIC, ALTIMETER AND TRANSPONDER SYSTEMS CHECKED AND CERTIFIED WITHIN PRECEDING 24 CALENDAR MONTHS.
- B. VOR EQUIPMENT OPERATIONALLY CHECKED WITHIN PRECEDING 30 DAYS AND FOUND WITHIN TOLERANCE (4° COMPARISON GROUND OR FLIGHT; 6° AIRBORNE VOR CHECK POINT) FOR IFR FLIGHT.
- C. EMERGENCY LOCATOR TRANSMITTER BATTERY MUST BE REPLACED WHEN **IT IS EXPIRED**.

INOPERATIVE EQUIPMENT IS TO BE PLACARDED

BY THE PIC, IN COORDINATION WITH THE AIRCRAFT MAINTENANCE OFFICER!

CAP W&B

ForeFlight

INFORMATION

The current CAP Aircraft Weight and Balance is now found in the POH and in the ForeFlight App

Weight and Balance Submission Process to the NHQ ForeFlight Team

Condition

When a new Weight and Balance is supplied by your maintenance provider.

Action Needed

- 1) Take a photo, scan, or pdf copy of the full weight and balance document
- 2) Please confirm the image is legible
- 3) Confirm the image includes
 - a. Effective date
 - b. Maintenance vendor information
 - c. Signature
 - d. New weight and balance data points
- 4) Please send the image to AircraftData@capnhq.gov to get it to the CAP ForeFlight team for loading.

Results / Actions to expect

CAP NHQ ForeFlight team will update the information for the aircraft in ForeFlight.
The submitted image will also be uploaded to the CAP Documents section of ForeFlight.
This process normally takes 2-3 business days.

If you have any questions or concerns, please feel free to reach out to directly to the team at ForeFlight@capnhq.gov.

