RAAP 13 COMPLETING PILOT LOG BOOKS

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RECREATIONAL AVIATION ADVISORY PUBLICATION—RAAP 13 COMPLETING PILOT LOG BOOKS

Why is keeping a logbook important?

Logbooks form an important record of pilots and their flying history. Accurately completing a logbook is critical, as a RAAus pilot logbook is a legal document and may be audited or reviewed to confirm qualifications and achievements. It must also be accurate as it forms part of a pilot's flying history. A logbook not only records a log of flights completed, but also any training completed towards major achievements such as Pilot Certificates, Licences, endorsements, ratings, approvals and renewals. A logbook can also provide an important personal record of memorable flights, locations, people or aircraft pilots have completed. Pilots may also be requested to provide summaries of total time in different aircraft types for insurance purposes.

All RAAus pilots are required to record specific information about completed flights. Section 2.02 of the RAAus Flight Operations Manual provides specific and detailed information about what information is required to be recorded by RAAus pilots and how. This Recreational Aviation Advisory Publication (RAAP) has been written to provide general guidance and information about pilot logbooks for RAAus members.

A logbook is often the first impression made in the aviation world of a pilot and should be maintained neatly, carefully and accurately.

The requirements for recording information that have been provided in this RAAP apply equally to printed and electronic logbooks.

Can I use an electronic logbook?

Electronic logbooks are acceptable as an alternative to paper based logbooks and there are an increasing number of apps or programs to enable recording of flight hours and qualifications electronically.

Under the CASA Licencing process, Examiners add validations to Licence on the Licence itself, removing the need for entries into pilot logbooks. However, CASA has indicated for some circumstances, such as investigations, pilots may be required to provide CASA with a printed and verified copy of an electronic logbook.

For RAAus pilots, Examiners complete a validated entry in the pilot logbook, which includes the Examiners name, RAAus member number, signature and date. When considering use of an electronic logbooks, pilots are recommended to confirm the process an electronic logbook supplier uses to assist Examiners when completing these entries. In general terms, most electronic logbook providers will utilise a two-step validation process confirming the identity of the Examiners using their phone number or email address. As provided in the Electronic Transactions Act (2000) electronic signatures are an acceptable means of completing this requirement. A plain English explanation of the Electronic Transactions Act is provided here, but in broad terms, if a Commonwealth law requires you to give information, provide a handwritten signature, produce a document in material form or record or retain information the Electronic Transactions Act permits electronic means provided they meet the requirements of the Act.

Electronic logbooks may also provide detailed information about hours flown in specific aircraft types, completing specific flight types, instructing time and more. RAAus will accept logbook information in electronic form.

¹RAAus Flight Operations Manual Section 2.02

²Civil Aviation Safety Regulation (CASR) 61.345 – 61.365

³http://www8.austlii.edu.au/cgi-bin/viewdb/au/legis/nsw/consol_act/eta2000256/

⁴https://www.ag.gov.au/rights-and-protections/e-commerce

What do I need to record as a RAAus pilot?

Hours recorded in a logbook for a RAAus member (other than for an aircraft registered under Civil Aviation Order 95.10) are only relevant to single engine aircraft and may be recorded as either Pilot In Command or dual, if completing training with an Instructor. RAAus pilots must also only fly during daylight hours under the limitations of Day Visual Flight Rules (VFR).

However, a logbook for a RAAus pilot may also be used to record other types of flights conducted in non-RAAus registered aircraft. These may include multi engine aircraft, flights conducted under Night Visual Flight Rules (NVFR) or Instrument Flight Rules (IFR), gliding flights or co-pilot flight time. A logbook must provide space to note the departure and arrival airport, the specifics of what occurred during the flight and should have areas at the front of the book to record theory passes, proficiency and renewal flights and more.

How do I complete a pilot logbook?

Printed entries must be in ink and in the front of the book (or in the personal information of an electronic logbook) you must record your full name, date of birth, reference identification such as a CASA Aviation Reference Number (ARN) and/or RAAus membership number and other contact information. In the main part of the logbook you must record details of each flight you conduct in an aircraft or flight simulator. Details of flights must include:

- the date the flight began
- the aircraft (or simulator and simulated aircraft) type
- the aircraft registration number
- the take-off and landing points and any additional segments of the flight
- · exercises or flight sequences flown
- · the flight time (if any) flown in each of the following capacities
 - o pilot in command (PIC) or solo flight time
 - o flight training (dual flight time)

You must also have the logbook endorsed by a RAAus or CASA Examiner when a successful flight review, additional endorsement or theory training has been completed.

For electronic logbooks, the information above is still required, but validations of logbook entries may be completed by Examiner using the processes in the **Can I Use an Electronic Logbook?** section of this RAAP.

The information in a logbook must be retained for seven years after the date of the last entry and the logbook must not be altered within this time. An electronic logbook may easily record more than this time period, however, the information recorded electronically must not be altered.

What do I do if I make a mistake in my logbook?

If you make an error when completing a printed logbook, do not use white out or similar erasure means, simply draw a line through the incorrect entry and start again on the next line. For electronic logbooks, obviously the correct information can be easily amended and the electronic logbook should create an audit history of the change. This will permit review of any changes to previous entries if edited after a significant period of time from the original entry. If you are requested to provide a printout of an electronic logbook out as noted above, the entries must be correct before printing.

What is the duration of a flight?

The duration of a flight is the period of time from when an aircraft moves under its own power (i.e. once the engine has started) for the purpose of conducting a flight until the aircraft completes the flight. This includes all taxiing and holding time on the ground.

Why do I need a logbook?

For the purposes of obtaining any qualification including RAAus Certificate, Rating or Approval or if you have completed Type Training or Endorsement training, a completed logbook entry for the flight, as noted above, is required. The entry confirming the issue or renewal of any qualification must be signed and dated by the RAAus Examiner recommending or renewal of the qualification to RAAus. The Examiners name, RAAus membership number, signature and the date must be clearly provided and legible.

What happens if I include inaccurate information in my logbook?

There are Civil Aviation Regulation and RAAus Flight Operations Manual requirements for logbook completion and any falsification of logbook entries is a serious matter. If a RAAus member deliberately falsifies an entry in a pilot logbook, RAAus and CASA may conduct an investigation. Any RAAus investigation will be conducted following the requirements of the RAAus Occurrence and Complaint Handling Manual, found on the <u>RAAus website</u>.

When do I need to provide my logbook?

You could expect to provide your logbook for a variety of reasons, including:

- · hiring a RAAus aircraft
- if completing a Biennial Flight Review (BFR)
- · if completing additional training
- to confirm you hold specific qualifications
- · to verify aeronautical experience
- a student completing training
- a candidate completing an Instructor rating

An Instructor or Examiner may verify aeronautical experience and other requirements by reviewing your logbook, either prior to commencing training or prior to being recommended for issue of a qualification.

Additionally, RAAus pilots are required to produce their logbook within 72 hours on request by RAAus personnel (including Flight Operations and Technical Staff, a CFI, PE or ROC), an officer of CASA or a Police Officer. Electronic logbooks will be required to be printed and each page certified by the holder as a true copy. These requirements are referenced in Civil Aviation Safety Regulation (CASR) 61.365 and Section 2.02 of the RAAus Flight Operations Manual.

Similarly, the owner/s and/or operators of RAAus aircraft must provide aircraft logbook details for any flight when requested by RAAus personnel (including Flight Operations and Technical Staff, a CFI, PE or ROC), an officer of CASA or a Police Officer. Electronic aircraft logbooks will be required to be printed and each page certified by the holder as a true copy. Refer to RAAP 12 Aircraft Maintenance Logbook Completion for more information.

What if I also hold qualifications from other organisations?

Instructors or pilots who operate aircraft under different sport organisations or the Civil Aviation Safety Authority (CASA) can utilise the specialist/ Instructor columns in a logbook as required to separately log instructional hours or any hours utilising a specific endorsement, such as Low Level (LL), Utility, Tailwheel, Formation, Retractable, etc. or RAAus instructing hours. These columns are ideal for keeping track of these specialist hours and make life easier when requested to provide hours for RAAus membership renewal or for an instructor renewal cycle. An electronic logbook may provide alternate means of training hours flown using different qualifications. An example of a printed logbook is provided below.

How to complete a standard pilot logbook

When completing the personal information at the front of the logbook, ensure all relevant sections are completed. Where the logbook requests a CASA ARN, pilots may also enter their RAAus member number.

Use the Address Change box if you have moved or your address information has changed. The date a Recreational Pilot Certificate or CASA Licence was achieved can be entered in the Flight Crew Licence section.

Name RAAus Pilot		ARN Date of Birth 01/01/1983						
Address Unit 3/1 Pirie St		T. L. J. C. 200 4770						
		Mobile						
		Email admin@raaus.com.au						
Flight crew licence	Date of issue							
		Address Change						
Recreational Pilot Licence	01/07/2010							
		Telephone						
		Mobile						
		Email						
		Address Change						
		Telephone						
		Mobile						
		Email						

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⁵Examples of logbooks based on Aviation Theory Centre example, used with permission. https://aviationtheory.net.au/shop/student-and-recreational/atc-pilots-logbook/

Complete the logbook number as appropriate. As you will see in the example below this is RAAus Pilot's second logbook.

LOGBOOK No. ²
PILOT'S LOGBOOK
Name _RAAus Pilot
ARN 000000
Aviation Theory Centre
Copyright @ 2015
Aviation Theory Centre Pty Ltd www.aviationtheory.net.au ABN 24 088462873

THEORY EXAMINATION PASS RECORD

Pilot's Name	RAAus Pilot	Signature KAAus Filet
Aviation Refere	ence No. 000000	
Certified that in	n accordance with the Civil Aviation Safe the following theory examination and s	ety Regulations the above-named has gained a pass ubject
Date of issue	Examination/Subject	Delegate Signature Strip, Name and ARN
05/01/2010	RAAus Pre-Solo Air Legislation	Avery Instructor Avery Good Instructor 000007
25/01/2010	RAAus Air Legislation	Avery Instructor Avery Good Instructor 000007
09/03/2010	RAAus Human Factors	Avery Instructor Avery Good Instructor 000007
17/04/2010	RAAus BAK	Avery Instructor Avery Good Instructor 000007
17/08/2010	RAAus Navigation and Meteorology	Avery Instructor Avery Good Instructor 000007
		The state of the s

NOTE: Flight crew theory examinations are those designated and promulgated by the Civil Aviation Safety Authority - Australia.

Use the Theory Examination Pass Record section to record all theory examination and passes, including the date completed. Validation from the Examiner is required and for electronic logbooks must meet the Electronic Transactions Act requirements stated previously in this RAAP.

In the **Summary of Previous Logbook** section, if pilots are fortunate enough to have finished a logbook already, record the summary of previous aeronautical experience from the previous logbook in the new logbook. This section can be used to provide total time in specific aircraft types, when that aircraft type was last flown and if any instructional time was completed in the aircraft type. The Specialist/Instructor columns allow separation of specific hours for ease of use. This could be used for instructing time, including specific instructing time for ab-initio or navigation (as required by CASA) or for instructing conducted using specialist endorsements such as tailwheel, waterborne or examining.

AIRCRAFT	TOTAL	DATE		SPECIA	LIST/INS	TRUCTO
TYPE	TIME ON TYPE	LAST FLOWN	REMARKS	Ab-initio	Nav	Tailwhee
labiru LSA55	48.6	28/2/2012	Initial Training and Cross Country	870.1	308.9	
Foxbat A22LS	1520.0	07/12/2018	Instructor Rating and Instructing	314.4	75.2	
Kitfox	80.0	07/08/2016	Tailwheel endorsement, Hire and Fly			80.0
		1				
					1000	
ntries Certified Co	rrect:		GRAND TOTAL FLYING HOURS 1648.6 hrs SUM OF COLS 1-14 TOTALS	1184.5	384.1	80.0
igned		e	FLYING HOURS 1048.0 hrs COLS 1-14 TO TALE			

On the next page separation of dual and pilot in command (solo) flight time can be recorded. For those pilots who only operate in RAAus the right side of the page, which includes Multi Engine, co-pilot and Instrument time will not be applicable.

However, if both RAAus and CASA pilot qualifications are held, relevant hours may be recorded in these additional columns. RAAus pilots cannot fly under Night Visual Flight Rules (NVFR), Instrument Flight Rules (IFR) or record In Command Under Supervision (ICUS) flight time. As a result, the only two columns RAAus pilots can record are **Day Dual** and **Command**. At the bottom of the page in sections 3 and 5 respectively the total hours completed can be recorded, which will then provide a grand total of flying hours.

S. NIGHT 8.6	DAY 36.6 42.2	NIGHT 71.4	DAY 12.0 1477.8	MAND	I.C.	U.S. NIGHT	DL	JAL	COMI	MAND	CO-F	TO III	INSTRU	
	36.6		12.0	NIGHT	DAY	NIGHT	DAY							
8.6		71.4					DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	FLIGHT	SIM
	42.2		1477.8											
		/												
									*					
8.6	78.8	71.4	1489.8											+

Completing the rest of the logbook

Completing in the remaining pages of the logbook are similar to the information provided above with a few minor additions. In this section information such as the departure and arrival airports or locations, the type of exercises or flight completed along with specific information regarding the date of the flights and the aircraft registration information must be recorded.

In the first line of the example below, the date of the flight is 25 April and the pilot flew a Foxbat AP22 (AP22 being the ICAO designator for the Foxbat A22LS) registered 24-3661. The logbook owner was the Pilot in Command and as an Instructor they completed flights with a student who is recorded as Other Pilot or Crew, P. Mooney. This flight duration was 1.3 hours and the lesson completed was Stalling. As the flight departed and returned to Wagga Wagga (YSWG) airport, this information must also be recorded. Stalling forms part of the Ab-Initio phase of training, resulting in the 1.3 hour flight being recorded in the Specialist/ Instructor section under Ab-Initio.

The second flight on 27 April was a navigation exercise with C. Bastie as the student. Again the departure airport was Wagga Wagga but this time significant points included in the navigation flight are also recorded. In this example, landings were also conducted at Temora (YTEM) and Griffith (YGTH) before returning to Wagga Wagga (YSWG). As it was a navigation flight 2.7 hours were recorded in the Nav column of the Specialist/Instructor Section.

The third flight in this example was a local flight around Wagga Wagga (YSWG) and the pilot was solo (the only person on board the aircraft). As this was not instructing or tailwheel flying no hours are recorded in the Specialist/Instructor section.

The fourth flight was another Ab-Initio training flight with P. Mooney involving circuits at Wagga Wagga (YSWG). A single line gap was left between April and May to easily identify the total flights conducted per month.

At the bottom of the page, assuming all entries are completed, the total hours for this page are recorded and the previous Grand Total Flying Hours are carried forward to achieve Grand Total Flying Hours for this page. Total Aeronautical Experience should be the same as Grand Total Flying Hours unless flights were completed and hours recorded in a CASA recognised simulator.

If using an electronic logbook system, this total should be continually and automatically updated, a significant time saving when providing total flying hours on request.

Specialist/ Instructor hours do not form part of the Grand Total Flying Hours as they are already recorded in the pilot in command column for an Instructor. These additional columns provide a simple means of recording specialist flying hours at a glance. Again, depending on the type of electronic logbook used, this may also be an option pilots select when completing entries.

There is also a section at the bottom left of the page which is used to certify that the entries on that page are correct. If the instructor has completed all the training, they may certify these are correct entries or this can be completed by the pilot as a declaration that the entries are correct.

YEAR 2	2020	AIRC	RAFT	PILOT	OTHER PILOT or	DET	SPECIA	TRUCTO		
MONTH	DAY	TYPE	REG.	COMMAND CREW		DET	Ab-initio	Nav	Tail whee	
April	25	AP22	24-3661	Self	P. Mooney	YSWG - stalling - YSWG	1.3			
April	27	AP22	24-3661	Self	C. Bastie	YSWG - YTEM - YGTH - YSW	G Nav 1		2.7	
April	29	AP22	24-3661	Self		YSWG - Local Flight				
May	1	AP22	24-3661	Self	P. Mooney	YSWG - Circuits		0.9		
		ied Correct	:	TOTAL FLY	YING E	5.5 hrs SUM OF COLS 1-14	TOTALS THIS PAGE	2.2	2.7	-
Signed Title RA		Eus Pilot lot		GRAND TO		SUMOF	TOTALS BROUGHT FWD FROM PREVIOUS PAGE	870.1	309.9	80.0
A.R.N.				TOTAL AF	RONAUTICAL	SUM OF	TOTALS TO DATE	872.3	311.6	80.0

By totalling the hours in each column and adding them to the totals brought forward from the previous page, subtotals are completed for each type of flight. In the example below, no Dual hours were completed by RAAus Pilot so this section is left blank and the totals to date are therefore the same as carried forward from the previous page.

SINGLE-ENGINE								MULTI-				INSTRUMEN			
	U.S.		JAL		MAND	I.C.	U.S.	DU	JAL	COMI	MAND	CO-PILOT		IN	SIM
YAC	NIGHT	DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	DAY	NIGHT	FLIGHT	SIM
				1.3											
				2.7											
				0.6											
				0.9											
		-		5.5											
		87.4		1561.2											
		87.4		1566.7											
(1)	(2)	(3)	(4)	(5)											

At the rear of the logbook another two pages providing a useful summary of flying hours for the logbook and aircraft flown as Pilot In Command. These totals are used to carry forward this information to the Summary of Previous Experience in a new logbook.

Instructor logbook completion

Instructors have additional requirements for completion of logbooks, to record the number of hours completed when conducting instruction. As a guide, if the student or a pilot is completing training or the pilot is undertaking a BFR, the Instructor records this time as PIC and the candidate records dual time.

Instructors should also have logbook entries from their RAAus Chief Flying Instructor (CFI) or CASA Head of Operations (HOO) when they have completed Standardisation and Proficiency (S&P) checks on an interim basis as required, in addition to renewals and the addition of upgrades to their ratings.

When completing a rating or approval renewal, the person undertaking the review is deemed to be the candidate and should log the hours as Dual. The Examiner completing the review is therefore the pilot in command.

What is a RAAP?

RAAus has developed Recreational Aviation Advisory Publications (RAAP) to provide helpful guidance material for the reporting requirements and member actions in the event of an accident or incident. RAAPs are designed to provide information that interprets RAAus Flight Operations and Technical Manual requirements, provides additional member information in addition to operational and training information to assist Instructors, Flight training Schools, Examiners and Approval holders.

A RAAP is an additional document provided to enhance understanding of operational requirements. They DO NOT replace the appropriate requirements contained in the Flight Operations Manual or any Flight Operations Bulletins that may be issued.

That's a WRAP!