

RAAP 13

COMPLETING PILOT LOG BOOKS

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Recreational Aviation Advisory Publication

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/

⁴<https://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 [RAAus website](#).

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.

PERSONAL PARTICULARS	
Name RAAus Pilot	ARN 000000 Date of Birth 01/01/1983
Address Unit 3/1 Pirie St	Telephone 02 6280 4770
Fyshwick ACT 2609	Mobile
	Email admin@raaus.com.au

Flight crew licence	Date of issue
Recreational Pilot Licence	01/07/2010

Address Change
Telephone
Mobile
Email

Address Change
Telephone
Mobile
Email

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



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www.aviationtheory.net.au
 ABN 24 098462973

THEORY EXAMINATION PASS RECORD

Pilot's Name <u>RAAus Pilot</u>	Signature <u><i>RAAus Pilot</i></u>
Aviation Reference No. <u>000000</u>	

Certified that in accordance with the Civil Aviation Safety Regulations the above-named has gained a pass assessment in the following theory examination and subject

Date of issue	Examination/Subject	Delegate Signature Strip, Name and ARN
05/01/2010	RAAus Pre-Solo Air Legislation	<i>Avery Instructor</i> Avery Good Instructor 000007
25/01/2010	RAAus Air Legislation	<i>Avery Instructor</i> Avery Good Instructor 000007
09/03/2010	RAAus Human Factors	<i>Avery Instructor</i> Avery Good Instructor 000007
17/04/2010	RAAus BAK	<i>Avery Instructor</i> Avery Good Instructor 000007
17/08/2010	RAAus Navigation and Meteorology	<i>Avery Instructor</i> Avery Good Instructor 000007

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

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.

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** 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.

[illegible]



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!

