

PILOTS' LOG BOOKS - GENERAL GUIDANCE

Note: Pilots are encouraged to paste a copy of these instructions into their individual log books for ready reference (attached to the inside of the back cover may be appropriate).

1. A pilot must keep a personal log book [Civil Aviation Regulation (CAR) 5.51].

Note: A bound computer printout is an acceptable form of a log book.

2. All manual entries to the log book must be made in permanent ink.
3. This log book is to be produced to the Civil Aviation Safety Authority (CASA) when requested.
4. Falsification of a log book is a criminal offence.
5. There is no regulatory requirement to carry a personal log book on a flight.
6. The following definitions are applicable to maintenance of log books:

- a. **'Flight Time'** means, in the case of a heavier-than-air aircraft, the total time from when the aircraft first moves under its own power for the purpose of a flight until the moment at which it comes to rest on completion of the flight.

This is synonymous with 'chock to chock', 'block to block' or 'push back to block' time.

In the case of a helicopter, whenever helicopter rotors are engaged for the purpose of a flight, the time will be included in the flight time.

Note 1: Flight time may be recorded in hours and decimals of hours, or hours and minutes. The preferred method is hours and decimals of hours.

Note 2: Pilot 'flight time' is not to be confused with aircraft 'time-in-service'.

- b. **'Night flying'** means the flight time which accrues during the period between the end of evening civil twilight and the beginning of morning civil twilight.
- c. **'Pilot in Command'** means the pilot responsible for the operation and safety of the aircraft during flight time.

Note: CAR 224 requires that for each flight the operator shall designate one pilot to act as pilot in command.

- d. **'Co-pilot'** means all flight time while serving in any piloting capacity other than as pilot in command.
- e. **'Dual Flying'** means flying in an aircraft fitted with fully functioning dual controls for the purpose of receiving flying training from a person who is authorised by the Regulations to give training.
- f. **'Check Pilot'** means a person approved by the Authority to conduct pilot training and proficiency checks only within a training and checking organisation established under CAR 217.
- g. **'In Command Under Supervision'** (ICUS) involves:
 - (i) the pilot ICUS making all decisions relevant to the safe operation of the aircraft,
 - (ii) the pilot holding a command aircraft endorsement and a command instrument rating if the flying activities require such a rating,
 - (iii) the operator permitting the person to fly the aircraft as pilot acting in command under supervision,
 - (iv) the pilot in command of the aircraft being appointed for the purpose by the operator of the aircraft, and
 - (v) the requirements of CAR 5.40 being fulfilled.

7. Recording of Flight Time.

- a. **Pilot in Command** – all flight time while designated as pilot in command.
 - b. **In Command Under Supervision (ICUS)** – all flight time when assigned as co-pilot acting in command under supervision as defined above. ICUS may be logged as follows:
 - (i) the 'Passenger or Supernumerary' or 'Specialist Instructor or ICUS Time' or any other unused column may be retitled 'ICUS', and time in command under supervision may be logged in this column. The time recorded in the retitled 'ICUS' column is added to Grand Total Hours and Total Aeronautical Experience, or
 - (ii) in log books with single and multi-engine ICUS columns, the flight time is logged accordingly and is included in the Grand Total Hours.
 - c. **Dual Flying** – This time is recorded in the single or multi-engine dual column.
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- d. **Co-pilot** – all flight time while assigned as co-pilot or second officer. This flight time must not be added to Grand Total Hours or Total Aeronautical Experience when ICUS is logged.

Note: Flight time should not be recorded in such a way as to include any flight time more than once in the Grand Total Hours.

- e. **Route/Remarks/Details** – Record all points of take-off and landing, nature of the flight (eg, mustering, aerobatics, scenic, etc) and, if required for recency, the number of landings.
- f. **Specialist/Instructor column** – In addition to the pilot logging flight time in the appropriate column and adding the time to Grand Total Hours, the specialist column may be sub-headed and used for recording appropriate specialist activities; eg, glider towing, agricultural, check pilot, basic or navigation instruction. This time is not included in the Grand Total Hours.
- g. **Instrument Approaches** – the number and type of approaches may be recorded in the Instrument Approach column as a record of recent experience. If such a column is not available in the log book, the number and type of approaches may be recorded in the Remarks/Route, or another suitably retitled unused column.
- h. **The Summary of Experience** – this section at the rear of the log book is available for use as required for type, periodical, seasonal or other summaries.
- i. **Flight Simulator or Synthetic Trainer approved for the purpose**
– Practice may be recorded in the section provided at the rear of the log book. The instrument flight element of the simulator time may be transferred to the ‘Ground’ column of the Instrument Flight section of the flight record.

In older log books, the ‘Ground Training’ or ‘Simulator’ column of the Instrument section of the flight record may be used for ‘Ground’ entries.

If a Flight Simulator or Synthetic Trainer Practice section is not available in the log book, the details may be entered chronologically in the flight record, and the Instrument flight element transferred to a suitably titled column.

- j. **Mutual Instructor Flying** – two pilots qualified on type, flying together for mutual practice on a flying instructor course. One designated pilot may log time in command and the other student instructor may log time as co-pilot. If a single engine co-pilot column is not available, the ‘ICUS’ column may be retitled and used to log single engine co-pilot time. This flight time is to be included in the Grand Total Hours.
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- k. **Check Pilot/Approved Testing Officer** – when not designated as pilot in command, flight time may be logged as co-pilot. In addition, the time may be recorded in the ‘Specialist/Instructor’ column as a record of check pilot experience.
8. Calculation of Grand Total Flying Hours and Total Aeronautical Experience:
- a. **Grand Total Flying Hours** is calculated by adding all numbered columns in the flight record, plus ICUS, and recording the total at the bottom of the page.
- b. **Total Aeronautical Experience** is calculated by subtracting 50% of co-pilot time from the Grand Total Flying Hours.
9. Recording of Instrument Time. Instrument time is recorded in the Instrument column as either ‘Flight’ or ‘Ground’:
- a. **‘Flight’ component.** All flight time during which the aircraft was controlled solely by reference to instruments may be recorded in the instrument ‘Flight’ column.
- (i) Time above overcast or at night in Visual Meteorological Conditions (VMC) is not counted as instrument flight.
- (ii) In actual or simulated instrument conditions, only the pilot manipulating the controls or providing input to the auto-pilot may log all flight time as instrument flight.
- (iii) A flight conducted on an Instrument Flight Rules (IFR) flight plan is not to be counted as instrument flight unless flying in IMC.
- (iv) Instrument approaches are to be credited to the pilot (pilots, in the case of an airborne radar approach) manipulating the controls or providing input to the auto-pilot during the approach.
- b. **‘Ground’ component.** Visual and instrument flight conducted in an approved flight simulator or synthetic trainer may be recorded in the appropriate section at the rear of the log book. The instrument element of a flight conducted in a simulator or synthetic flight trainer may be transferred to the ‘Ground’, ‘Ground Training’ or ‘Simulator’ column in the Instrument section of the flight record.

END
