

## KY WING FLIGHT RELEASE OFFICER CHECKLIST

- 1.** Verify that the purpose of the flight meets the applicable criteria set forth in CAPR 60-1 and that when and where available, CAP corporate aircraft are utilized.
- 2.** Verify name of the designated PIC (the PIC must obtain the flight release). Will PIC change during flight?
- 3.** Verify that all passengers meet the applicable criteria set forth in CAPR 60-1, paragraph 2-6.
- 4.** Assign the appropriate flight mission symbol as identified in CAPR 60-1, attachment 10 or the CAPF 99.
- 5.** Complete applicable portions of CAPF 99.
- 6.** Verify the pilot and passengers are current members (or otherwise authorized to fly in CAP aircraft) and carry current membership cards. If a CAPF 9 is required, verify that prior authorization was obtained. *The completed CAPF 9 will be left on the ground with a responsible CAP person (or that person must know exactly where it is) who will file the form with the flight release or mission documents.*
- 7.** Verify the pilot has a valid (original) FAA pilot certificate in his possession.
- 8.** Verify the pilot has a current medical certificate in his possession (not required for gliders and balloons).
- 9.** Verify the pilot has a current CAPF 5 flight check valid for the type of aircraft being flown (except for flight checks, in which the check pilot's name will be obtained).
- 10.** Verify the pilot is current and qualified in accordance with CAPR 60-1 and applicable FARs for the type of flight conditions, aircraft and mission to be released. If passengers are carried verify the PIC has complied with FAR 61.57(a)(1), passenger carrying proficiency.
- 11.** Verify a FAA flight plan has been filed prior to flights of more than 50 nm from the departure airport.
- 12.** Remind the pilot to review the "I'M SAFE" card as mentioned in the Aeronautical Information Manual, Chapter 8, Medical Facts for Pilots. See Note 2.
- 13.** Record total flight hours and ending tach time reported by the pilot after the flight. Compare the ending tach time to the KY Wing Maint. Summary.
- 14.** Ask the pilot if any discrepancies were noted during the flight, and then notify the Wing Aircraft Maint. Office if necessary.

NOTE 1: A flight release officer is not a dispatcher. They are expected to rely upon information provided verbally from the pilot and to use their best judgment considering weather, aircraft, and pilot in releasing flights.

NOTE 2: The following are excerpts from the AIM:

The “IM SAFE” card is a personal checklist that ensures the following statement is valid. I’m physically and mentally safe to fly, not being impaired by:

**I**llness. Even a minor illness suffered in day-to-day living can seriously degrade performance of many piloting tasks vital to safe flight. .... The safest rule is not to fly while suffering from any illness. If this rule is considered too stringent for a particular illness, the pilot should contact an Aviation Medical Examiner for advice.

**M**edication. Pilot performance can be seriously degraded by both prescribed and over-the-counter medications, as well as by the medical conditions for which they are taken. .... The FARs prohibit pilots from performing crewmember duties while using any medication that affects the faculties in any way contrary to safety.

**S**tress. Stress from everyday living can impair pilot performance, often in very subtle ways. .... Stress and fatigue (lack of adequate rest) can be an extremely hazardous combination.

**A**lcohol. Extensive research has provided a number of facts about hazards of alcohol consumption and flying. As little as one ounce of liquor, one bottle of beer or four ounces of wine can impair flying skills.....

**F**atigue. Fatigue and lack of adequate sleep continue to be some of the most treacherous hazards to flight safety, as it may not be apparent to a pilot until serious errors are made.

**E**motion. The emotions of anger, depression, and anxiety ..... may lead to taking risks that border on self-destruction.