

FT MEADE FLYING ACTIVITY, INC



Pilot Briefing/In-Processing Checklist

▲ MEMBER'S NAME (Last, First, MI) [Print or Type]

LAST
FIRST
MI

▲ RATINGS

- | | | |
|-------------------------------|-------------------------------------|--------------------------------------|
| <input type="checkbox"/> None | <input type="checkbox"/> Student | <input type="checkbox"/> ASEL |
| <input type="checkbox"/> AMEL | <input type="checkbox"/> Private | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> CFI | <input type="checkbox"/> CFII | <input type="checkbox"/> MEI |
| <input type="checkbox"/> ATP | <input type="checkbox"/> Instrument | <input type="checkbox"/> Other _____ |

Instructor Assigned (Last, First, MI) [Print or Type]

LAST
FIRST
MI

I. Initial Processing : (Initials of person completing)

1. ▲ Eligibility Established _____
2. Personal Folder Entries _____
 - ▲ Application _____
 - ▲ Fees _____
 - ▲ Release Completed and Signed _____
 - ▲ Pilot's Certificate _____
 - ▲ Medical Certificate / Basic Med _____
 - ▲ Government Photo ID _____
 - ▲ Passport/Birth Certificate (students) _____
3. Computer Entries _____
 - ▲ FSP Data Entry for Member _____
 - ▲ On-going Member File _____

II. Clubhouse Operations:

1. ▲ Gate Entry _____
2. ▲ Clubhouse Entry _____
3. ▲ Tipton Fuel Code for FMFA Aircraft _____
4. ▲ Aircraft Scheduling (FSP Rules/Procedures) _____
5. ‡ Ops Manual and PIF Review _____
6. ‡ Flight Plan Filing(Rules/Procedures) _____
7. ‡ Weather & Airspace Briefing(Rules/Procedures) _____
8. ‡ FSP Aircraft Check-Out Procedures _____
9. ‡ FSP Aircraft Check-In Procedures _____

I have explained and/or demonstrated all ▲ notated items to the new member

Administrative Signature

I have explained and/or demonstrated all ‡ notated items to the new member

Instructor's Signature

I have been fully briefed on the above items

Member's Signature

III. Flight Line Operations:

1. ‡ Aircraft Locations/Tie downs _____
2. ‡ Aircraft Refueling _____
3. ‡ Aircraft Oil Levels & Oiling Procedures _____
4. ‡ Aircraft Pre-heating _____
5. ‡ Aircraft Tire Inflation Procedures _____
6. ‡ Aircraft Window Cleaning _____
7. ‡ Aircraft Books _____
8. ‡ Aircraft Grounding Procedures _____

IV. Pilot Information:

‡ Aircraft Checkouts (Attach copies of pilot checkout forms)

C152	<u>MM/DD/YY</u>	C172	<u>MM/DD/YY</u>
Arrow	<u>MM/DD/YY</u>	Warrior	<u>MM/DD/YY</u>
C150	<u>MM/DD/YY</u>		<i>circle date if Annual Checkride</i>

‡ Night Checkout (circle aircraft in which accomplished)

C150	C172	Arrow	Warrior	<u>MM/DD/YY</u>
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|--|-----------------|-----|----|
| ‡ Flight Review (Attach copy) | <u>MM/DD/YY</u> | Yes | No |
| ‡ Wings Certificate? (Attach copy) | | Yes | No |
| ‡ Instrument Proficiency Ck? (Attach copy) | | Yes | No |
| ‡ Complex Endorsemt? (Att copy) | <u>MM/DD/YY</u> | Yes | No |
| ‡ Written Tests? (Attach copy) | | | |
| (Local, FAR, Instrumt, Instrctr, Aircraft) | | Yes | No |
| ‡ High Performance Endorsemt (Att copy) | | Yes | No |
| ‡ DC SFRA Course Completion (Attach copy) | | Yes | No |

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|--|-------|
| SFRA Flight Plan Filing Briefed | _____ |
| SFRA Flight Plan Activation Briefed For: | _____ |
| Tipton Pattern Work Only | _____ |
| Tipton Departure, Remaining in SFRA | _____ |
| Tipton Departure, Leaving SFRA | _____ |
| SFRA Entry Enroute to Tipton | _____ |

**Note: FSP = Flight Schedule Pro web-based Software Program
(see <https://app.flightschedulepro/Account/Login>)**

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| <ol style="list-style-type: none"> 1. Administration Processes ▲ Notated Items on Form and Places in New Member's Personnel Folder. 2. Instructor Placement Officer Assigns New Member Instructor. 3. Instructor Assigned New Member Processes ‡ Notated Items on Form and Returns Form to Administration or Places in New Member's Personnel Folder. |
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