



**CIVIL AVIATION AUTHORITY**  
**AIR OPERATOR**  
**FLIGHT AND DUTY TIME RECORDS**  
**CHECK REPORT**

**CAAF-003-FSXX-1.0**  
20<sup>th</sup> March, 2018

**Flight Standards Directorate**

Operator

Date

Location

**Note:** Items to be marked as **Satisfactory "S"**, **Unsatisfactory "U"** and **Not Observed "N/O"**. Items marked as U to be supplemented by comments.

**1. ADEQUACY.**

Comments:

**2. PRACTICABILITY.**

Comments:

**3. ACCESSIBILITY and SECURITY.**

Comments:

**4. ACCURACY.**

Comments:

**5. CURRENCY.**

Comments:

**6. CONFORMITY.**

Comments:

Overall Result:

- Satisfactory  
 Unsatisfactory

PCAA Inspector:

Lic. No. /  
CCCC No.:

**Inspector Signature**

**DFS Remarks:**

***Following guidelines need to be consider before filling this form.***

- i) **ADEQUACY** The record keeping forms which the operator uses are adequate for recording essential information that PCAA requires including information on time spent in office by executive pilots before immediately commencing flying duties.
- ii) **PRACTICALITY** The operator's method of recording flight time for individual crew members should be easy for employees to use. Forms which are developed for this purpose should be unambiguous and easy to complete. If an operator uses an Automatic Calculated And Reporting System (ACARS) or a similar system for reporting flight and duty time, personnel should be properly trained in its use.
- iii) **ACCESSIBILITY AND SECURITY** Data regarding flight and duty time should be readily accessible to personnel which have responsibility for monitoring compliance with various time intervals. Records should be secure from tampering by unauthorized individuals.
- iv) **CURRENCY** Data available to personnel responsible for ensuring that individual crewmembers do not exceed regulatory or contractual requirements should be updated expeditiously. The system used by the operator should provide that schedulers and/or flight control personnel are immediately aware when daily totals may be exceeded. Flight time totals from written crew logs must be expeditiously transmitted to the scheduling or flight control office, so that weekly and monthly totals, where required, may be promptly updated.
- v) **ACCURACY** The system should faithfully track daily flight and duty time for crew members, and accurately reflect totals for longer prescribed time limitations.
- vi) **CONFORMITY** The records should reflect conformance with regulatory flight and duty time limitations.