WEIGHT AND BALANCE

Aircraft: Total Takeoff Weight: Date:

Items	Weight	Arm/CG	Moment
Basic Empty Weight			
Pilot & Front Pax.			
Rear Pax.			
Baggage 1			
Baggage 2			
Useable Fuel (Gal. x 6)			
Ramp Weight		CG=	
Start-up, Taxi, & Run-up	(-)		(-)
Takeoff Weight		CG=	
Fuel Burn	(-)		(-)
Landing Weight		CG=	

Weight x Arm = Moment

Moment / Weight = CG

YES or NO Takeoff Weight Limits

YES or NO Landing Weight Limits

PERFORMANCE PAGE

Altitudes	Departure	Cruise	Destination	Cruise Performance	
Indicated				RPM:	
Pressure				%BHP:	
Density				TAS:	
	/	Runway/Length:	/	GPH:	
	/	HW/CW Comp.:	/	Range :	
	/	G.R./50' Obst.:	/	Endurance:	

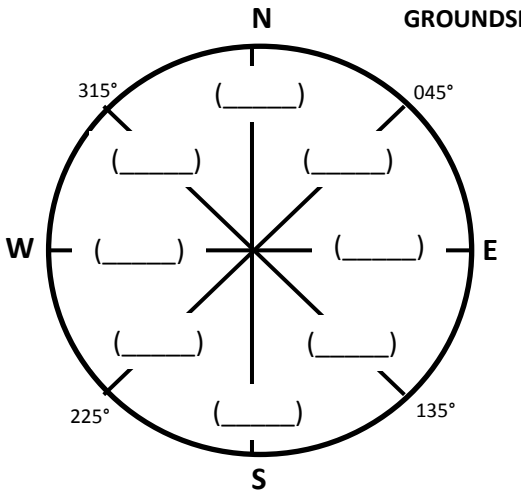
FAA FLIGHT PLAN

1. Type: VFR or IFR
2. Aircraft Identification:
3. Aircraft Type/Special Equip.: /
4. True Airspeed: Kts
5. Departure Point:
6. Proposed Departure Time: Z
7. Cruising Altitude:
8. Route of Flight:
9. Destination:
10. Est. Time Enroute: (H) (M)
11. Remarks
12. Fuel on Board (H) (M)
13. Alternate Airport:
14. Pilot's Name
Telephone Number
Aircraft Home Base
15. Number Aboard
16. Color of Aircraft

DIVERSION

Arrival Time:
(Distance ÷ GS) X 60 = Time

Fuel Consumption:
(Time ÷ 60) X GPH = Fuel



IFR CLEARANCE

C	
R	
A	
F	
T	
V	

Departure	Airport Data	Arrival
	Airport	
	ATIS / ASOS	
	Clearance Delivery	
	Ground	
	Tower	
	Approach / Departure	
	CTAF	
	FSS Name / Frequency	

MATERIALS

1. Pencil
2. Calculator
3. Current Charts
4. Airport Diagrams
5. E6-B Flight Computer
6. Navigational Plotter
7. Airport Facility Directories (A/FDs)
8. Pilot's Operating Handbook (POH)

INSTRUCTIONS

- ☐ **1.** Obtain weather or fill out Weather Briefing Card
- **2.** Fill out the following on the Navigation Log:
- ☐ – Checkpoints
- ☐ – Route
- ☐ – Distance
- ☐ – Altitude → _____ (TC) +/- _____ (VAR) = _____ (MC) *** to determine cruise altitude**
- ☐ – Winds
- ☐ **3.** Fill out Weight & Balance ***up to takeoff weight***
- ☐ **4.** Fill out all of Performance Page
- **5.** Complete the Navigation Log, in the following order:
- ☐ – Time, Fuel, and Distance for *Climb Out*
- ☐ – Groundspeed
- ☐ – Compass Heading (CH)

TC (− E / + W) VAR = MC MC (− L / + R) WCA = MH MH +/- DEV = CH

_____ (TC) +/- _____ (VAR) = _____ (MC) +/- _____ (WCA) = _____ (MH) +/- _____ (DEV) = _____ (CH)

_____ (TC) +/- _____ (VAR) = _____ (MC) +/- _____ (WCA) = _____ (MH) +/- _____ (DEV) = _____ (CH)

_____ (TC) +/- _____ (VAR) = _____ (MC) +/- _____ (WCA) = _____ (MH) +/- _____ (DEV) = _____ (CH)

- ☐ – Time ((Distance ÷ GS) x 60)
- ☐ – Fuel ((Time ÷ 60) x GPH)
- ☐ **6.** Complete the Weight & Balance
- ☐ **7.** Fill out Diversion page
- ☐ **8.** Fill out Frequencies
- ☐ **9.** Fill out FAA Flight Plan
- ☐ **10.** File FAA Flight Plan (1800-WX-BRIEF)

NAVIGATION LOG

Check Points VOR	Check Points FREQ.	Route	Distance	Altitude	Winds Dir.	Winds Vel. / Temp.	GS	Compass Heading	Time Off: / ETE / ATE	Usble. Fuel: / Fuel
				<---------- TOTALS ---------->						
				<-------OVERALL TOTALS ------->						

Departure	ATIS/ASOS Info	Arrival
	INFORMATION ID	
	WIND	
	VISIBILITY	
	SKY CONDITIONS	
	TEMPERATURE/ DEW POINT	
	ALTIMETER	
	RUNWAY	