



INSTRUCTOR ORIENTATION AND CHECK RIDE SHEET

INSTRUCTIONS: Print legibly and complete all checkboxes and blank lines. Both the instructor giving the training and the instructor receiving the training must sign this Instructor Orientation and Check Ride Sheet once completed. The completed Instructor Orientation and Check Ride Sheet should be placed in the Membership Officer's mailbox in the hangar, and the Membership Officer should be notified that the training has been completed. A ground orientation and flight check ride is required for each make and model in which the instructor receiving the instruction will teach. The member requesting training for an instructor is responsible for all costs associated with the ground orientation and flight check ride.

Aircraft used for training: Warrior (N2866W) Diamond Star (N16NA) Skylane (N7562S) Saratoga (N329HP)

Name of instructor **giving** training: _____

Name of instructor **receiving** training: _____

Home address for instructor **receiving** training: _____

Home phone number for instructor **receiving** training: _____

Work phone number for instructor **receiving** training: _____

Cell phone number for instructor **receiving** training: _____

E-Mail address for instructor **receiving** training: _____

Name of GFC member requesting training for this instructor: _____

(NOTE: This member's name should be printed on the tach time sheet in the aircraft, and charged for the flight on MyFBO)

Instructor **giving** training should (**CHECK ALL OF THESE AS COMPLETED**):

- Confirm first with GFC Secretary that insurance is in place to protect GFC (the instructors are **not** covered - **mention this in advance**)
- Review airman certificate, flight instructor certificate and medical certificate of instructor receiving training
- Review flight logbook of instructor receiving training
- Determine total retractable time logged for instructor receiving training (Hours: _____)
- Determine total hours of instruction given by instructor receiving training (Hours: _____)
- Determine total hours flown in same make and model as aircraft used for training (Hours: _____)
- Determine total hours of instruction given in same make and model as aircraft used for training (Hours: _____)
- Determine if the instructor receiving training has ever been, or is currently, involved in an aviation-related incident, accident or investigation, or if the instructor's airman/flight instructor certificate is or has ever been suspended/revoked
- Review Bylaws and Operating Procedures (e.g., aircraft use by members only, hangar, fueling, cleaning and preheating procedures)
- Review Aircraft Checkout Sheet and instructions for completing same and notifying Membership Officer about completed check rides
- Review POH/AFM
- Review contents and use of Time Sheet Binders (e.g., tach/Hobbs sheets, squawk sheets, VOR sheets, etc.)
- Conduct flight check ride covering POH/AFM and GFC procedures (Beginning Tach/Hobbs: _____ / Ending Tach/Hobbs: _____)

(NOTE: the instructor receiving the training should immediately notify the GFC member requesting the training of these tach/Hobbs times, and that member should immediately enter these tach/Hobbs times in MyFBO)

I certify that I have **given** the training indicated by this completed Instructor Orientation and Check Ride Sheet, and that the instructor indicated above as receiving the training has satisfactorily completed the orientation/flight check ride:

Signature: _____

Printed Name: _____

Date: _____

I certify that I have **received** the training indicated by this Instructor Orientation and Check Ride Sheet, that I have reviewed and understand GFC's Bylaws, Operating Procedures, Aircraft Checkout Sheet and the POH/AFM for the aircraft indicated above, and that I will follow, and will ensure that the GFC members I instruct will follow, those documents and procedures:

Signature: _____

Printed Name: _____

Date: _____