

## TIME KEEPING

**Aim:** To learn how to perform the task of keeping the timesheets.

### **Duty Pilot:**

Many clubs have what they call *Duty Pilots* who are responsible for co-ordinating ground operations on the airfield. They work with the instructors and tow pilots to ensure the efficient and safe operation from the commencement of flying till the day's gliding is completed and all aircraft are safely hangared and the paperwork is completed. The task is usually shared by all club pilots who are not otherwise contributing to instructing or towing and a roster is often used to ensure the task does not come around too often. Clubs usually provide a job description that sets out the tasks and responsibilities for the Duty Pilot. One of the very important jobs is time keeping.

### **Timekeeping:**

The accurate recording of flying done is important and indeed, a legal requirement.

Time sheets are to include accurate detail of the following for each flight conducted under the auspices of the Club:

- aircraft registration
- name of Pilot-in-Command
- name of Student Pilot as applicable
- time of take-off
- duration of flight from take-off to landing

Pilots use the time sheets to check their flight details so they can record the detail in their own logbooks. The maintenance and ongoing serviceability of all aircraft is determined by the amount of flying they do. This includes both the hours they fly and the time any engine is operated; as with motor gliders and towplanes.

In addition to the legal requirement, the cost of operating the aircraft is recovered by charging an hourly rate. For both gliders and towplanes, it is usually charged at a *per minute* rate so the accurate recording of times is essential to ensure pilots are not over / under charged and clubs do not lose money through the lack of accurate time keeping. It is usual for clubs to have specially printed *timesheets* that are used for recording the flying done at the club site. Duplicate copies are taken so that a master can be left at the field for members to check while a copy is passed to the club's treasurer for accounting and to the person responsible for keeping the aircraft logbooks up to date.

The important things to remember are:

- Make sure someone is doing the job as missed flights lose money
- Record details completely and accurately... all will be grateful of this
- Write neatly... it makes the treasurer's job a lot easier

On a day-to-day basis, anyone can help with doing the time keeping to allow the duty pilot a break from the task.

Your instructor will take you through the task of time keeping at your club.

### **Need To Know:**

- Where the timesheets are kept.
- How to keep the timesheets neatly and accurately.

### **Further Reading:**

- GNZ MOAP. Page 2-7-1. Stipulates the requirements for timekeeping