

Flight Circle Compliance Worksheet

This is a list of Flight Circle user profile MUST HAVES required before entering a Pensacola Air aircraft.

CFIs shall consult this document for compliance prior to each flight.

| NEW or REASSIGNED STUDENT | # | TASK |
|---------------------------|---|--|
| | 1 | UPLOAD: Signed Rental Agreement |
| | 2 | UPLOAD: Gov't Issued Photo ID WITH expiration date |
| | 3 | UPLOAD: Birth Certificate or CURRENT Passport |
| | 4 | UPLOAD: Profile Photo |
| | 5 | COMPLETE: Personal Tab (ALL INFORMATION) |
| | 6 | Assign Primary Instructor (FC Pilot Tab) |
| | 7 | TSA Endorsement GREEN (FC Pilot Tab) |
| | 8 | Enroll student in training course |
| | 9 | Provide AME contact info if desired |

| < 10 HOUR AUDIT | # | TASK |
|-----------------|---|---|
| | 1 | All items in NEW/REASSIGNED STUDENT section completed |
| | 2 | Student Pilot Certificate applied for in IACRA |
| | 3 | FTN recorded in Pilot Tab |
| | 4 | Chk status of medical certificate (make note in Personal tab) |

| PRE-SOLO | # | TASK |
|----------|---|---|
| | 1 | All items in < 10 HOUR AUDIT section completed |
| | 2 | UPLOAD: Graded Ground Review Exam per Make/Model |
| | 3 | UPLOAD: Graded Pre-Solo Exam |
| | 4 | UPLOAD: Graded Simulated EP Worksheet |
| | 5 | UPLOAD: \$25k Rental Insurance AND check expiration date |
| | 6 | UPLOAD: Medical Cert WITH expiration date |
| | 7 | UPLOAD: Student Pilot Cert (+ expiration date if temp cert) |
| | 8 | Schedule Pre-Solo "Stage Check" with another CFI |

| IR / COM / CFI STUDENT | # | TASK |
|------------------------|---|--|
| | 1 | All items in NEW/REASSIGNED STUDENT section completed |
| | 2 | COMPLETE: Pilot Tab (ALL INFORMATION) |
| | 3 | UPLOAD: Graded Ground Review Exam per Make/Model |
| | 4 | UPLOAD: \$50k Rental Insurance AND check expiration date |
| | 5 | UPLOAD: Medical Certificate AND enter expiration date |
| | 6 | UPLOAD: Pilot Certificate (front and back) |
| | 7 | Notify SFI to assign Aircraft Checkout (FC Pilot Tab) |

| DISCOVERY FLIGHT | # | TASK |
|------------------|---|------------------------------------|
| | 1 | UPLOAD: Signed Rental Agreement |
| | 2 | Photo |
| | 3 | Sell a pilot logbook |
| | 4 | Book next appointment for training |

| RENTER | # | TASK |
|--------|--------------------------------------|--|
| | 1 | UPLOAD: Signed Rental Agreement |
| | 2 | UPLOAD: Gov't Issued Photo ID WITH expiration date |
| | 3 | UPLOAD: Profile Photo |
| | 4 | UPLOAD: Graded Ground Review Exam per Make/Model |
| | 5 | UPLOAD: \$50k Rental Insurance AND check expiration date |
| | 6 | UPLOAD: Medical Certificate AND enter expiration date |
| | 7 | UPLOAD: Pilot Certificate (front and back) |
| | 8 | Complete Pilot and Personal Tabs (ALL INFORMATION) |
| | 9 | Notify SFI to assign Aircraft Checkout (FC Pilot Tab) |
| 10 | TSA Endorsement GREEN (FC Pilot Tab) | |