

Rental Pilot & DM Checklist



Renter's Name	
Passenger 1 Name & Weight	
Passenger 2 Name & Weight	
Passenger 3 Name & Weight	
Route with all stops	
Date of Flight	
Time of Flight Departure	
Time of Flight Return	
Cell Phone Number	
Fuel Requirements	

Page 1 of this Form should be submitted to the DM in advance to speed up the checkout process.

Preparation	Yes	No	N/A	Comments
Current Refresher Card & Expiry Date				
Current BFC Membership?				
PIC Currency < 200 hrs. - 30 days > 200 hrs. & > 50 hrs. on type – 60 days 3 hours in the last 90 days?				
Medical current? Check Aviation Document				
Second pair of glasses, if applicable, and appropriate dress & footwear for the weather for PIC and all aircraft passengers?				
How long is the reservation and is there enough time for flight completion?				
Copy of Flight Planned Route attached?				
Copy of Weight & Balance attached?				
Flight Information and Rental Agreement completed?				
Approval by CFI required to be attached if going overnight or in to the USA				
Are the destination airports approved by BFC and are there any abnormal procedures to note?				

Rental Pilot & DM Checklist

IMSAFE Checklist				
------------------	--	--	--	--

At the time of checkout

Checkout Review	Yes	No	N/A	Comments
How is the weather enroute?				
Are there alternative airports enroute?				
NOTAMs enroute?				
Copy of Flight Plan attached? beyond 25 NM				
Copy of IMSAFE checklist from PIC?				
Special Instructions, notes, concerns?				

Duty Manager(s) Name(s) Printed	
Date and Time the Flight was Completed	
FLIGHT PLAN CLOSED?	
Any notes to go in to renter file after flight?	

Safe and Happy. Thank you! 😊

Brampton Unicom: 123.30, Brampton Base Freq: 122.225, CFA #2: 123.025, TML: 119.3

This Checklist is available for download and printing on the BFC Website. It can be found under the blue FLY FOR RECREATION/CURRENCY REQUIREMENTS.

Rental Pilot & DM Checklist

Additional Reference Notes

The objective of this rental checklist and procedures is

1. to ensure Safety and the protection of BFC assets
2. to ensure that BFC provides a positive customer experience

Page 1 is to speed up the DM Checkout process. It is intended that the renter fill this out in advance and submit it to the DM to keep with the flight following documents.

Page 2 is a checklist for the DM at the time of checkout.

Renter File Flagged Yellow

Yellow means CAUTION. Here is a list that would qualify a renter to have the file flagged.

1. Didn't learn to fly at BFC
2. Air Cadet
3. New PPL and/or low time
4. No night rating
5. Issues identified somewhere along the line ie. accident/incident, SMS Reports, emotional intelligence

Fuel Requirements with aircraft clean and ready to go

This is really not a job for the DM, but a reminder that we want to be pro-active in having the aircraft ready to go. If you have a minute ask dispatch or flight line if the aircraft is ready to go for the rental customer, particularly cross-country flights.

Current Refresher Card?

If the DM has time, check the renter file to see if the renter's refresher card is there and up to date. We know this is still a weak area and it helps save time for everyone involved if this is checked well in advance. Otherwise the renter should have the card with them.

Rental File Complete?

The instructor conducting the flight for the refresher card SHOULD make sure the rental file is complete. However, this has been a weak area. Again, be pro-active. This is something that can be done in advance to prevent holdups at the time of dispatch. It is helpful if the DM on the night before can check the morning shift rentals and the files to make sure all is in order.

Rental Pilot & DM Checklist

Special Instructions, notes, concerns?

If the rental file is flagged **CAUTION** yellow, this is where you try to mitigate possible issues.

Possible questions to ask. Pick a few that you think are most appropriate for ensuring safety of this particular flight and for the renter experience.

1. Back before dark?
2. Vx Vy Vs Vso Vfe
3. Emergency questions
 - a. Engine trouble on take-off roll out
 - b. Engine trouble after take-off
 - c. Engine trouble at another airport
 - d. Smoke in cabin
 - e. Flat tire
 - f. What if wheel in to grass
 - g. Lost procedures
 - h. What is a stabilized approach
 - i. How can a full load affect the landing
 - j. Knowledge of porpoising. Is it a hot or no wind day!!?

This Checklist has been posted on the BFC Website and is available for the Renter Pilots and Instructors to download. It is saved under the blue FLY FOR RECREATION tab and then under CURRENCY REQUIREMENTS. If changes are made to the Checklist, the website also needs to be updated.

<https://www.bramptonflightcentre.com/recreation/our-fleet-rental-rates/currency-requirements/>

<https://www.bramptonflightcentre.com/wp-content/uploads/2018/09/2018-Rental-Pilot-DM-Checklist-that-is-posted-on-the-website.pdf>