



# Guide to Completing the Online Tech Log

Daily Tech Log - G-JJAN - 02/03/2019

<p>Daily Check carried out in accordance with current Maintenance Schedule</p> <p>Signed by: <b>James Gwynne</b></p>	<p><b>Airframe Hours</b></p> <p>Total hours brought forward: 11026:52 Daily Total: 01:34 End of Day Total: 11028:27</p>	<p><b>Maintenance Record Hours to Run</b></p> <p>Start of Day brought forward: 37:08 Daily Total: 01:34 End of Day: 35:33</p>	<p><b>Maintenance</b></p> <p>Inspection Completed: 13/02/2019 At Hours: 11014.00 Next check date: 12/08/2019 Next inspection: 50hrs</p>
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Print

	Date	Captain	Student	Flight Type	From	To	Auth Initial	Auth Time of Dep	Estimated Duration	Pilot's Accept	Brakes Off	Take Off	Land	Brakes On	Brakes Off-On hh:mm	Airborne hh:mm	Pilot's Initials After Flight	Fuel End Of Flight	Remarks	Defects
	02/03/2019	James Gwynne	Ross Thomson	Training Dual	EGLK	EGLK	j	13:00	1	j	13:46	13:55	14:59	15:04	1:17	1:05	j	100		NIL
	02/03/2019	Will Robson	Kirill Yurovskiy	Training Dual	EGLK	EGLK	WR	16:00	1:00	WR	15:57	16:08	16:38	16:45	0:48	0:30	WR	60		NIL

- Pre Flight
- Post Flight
- Common Errors

Created by Will Robson  
For Blackbushe Aviation



# Guide to Completing the Online Tech Log - Pre Flight

## 1. Login

Login

Type your email address here

Type you password here

Sign in

Forgot your password?

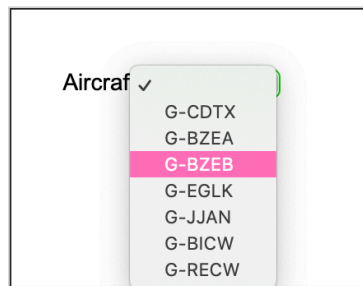
Sign onto the online system either using your own username/login or the Blackbushe Aviation login shown below

Website: [www.cloudbasega.com/app](http://www.cloudbasega.com/app)  
Username: **info@blackbusheaviation.com**  
Password: **Blueplane**

## 2. Select Tech Log



## 3. Select the Aircraft



## 4. To Create New Entry: **Select Add New**

Aircraft: G-BZEB ▾

Finished the flight?

**TECH LOG FORM:**

**Add New**

Check Daily Tech Log

IT IS IMPORTANT TO READ THE NOTES SECTION ON THIS PAGE BEFORE CONTINUING



## 5. If first flight of day:

Date: 07/03/2019

Aircraft: G-BZEB

Name:

Select name of person and their password to confirm the A check has been completed in accordance with the Operations Manual

I confirm the daily check on this aircraft on this date was performed by me in accordance with the current Maintenance Schedule:

Password:

Cancel

Confirm

## 6. Fill in the fields (description below):

**Captain:** The Pilot In Command

**Authorised By:** Authorisers name (the instructor for training/operations for private hire)

**Student:** Students name (if appropriate)

**Flight Type:** Select appropriate

**From/To:** Use ICAO designator of airfield

**Time of Departure:** This is the authorised time of departure - not the actual time

**Duration:** This is the authorised duration - not the actual duration

**Fuel From Last Flight:** Automatically filled from the previous entry

**Fuel Uplift:** Input now or during post flight

**Fuel on Departure:** (can be litres or 1/4's of the tank)

**Oil Uplift:** Any oil uplifted before the flight

**Oil on Departure:** Must be completed prior to departure

**Captains Password:** Password of the captain selected

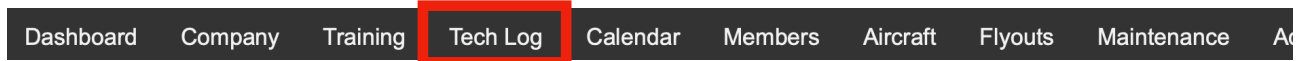
**Authorisers Password:** Password of the authoriser

**GO FLYING - REMEMBER TO COME BACK TO COMPLETE THE POST FLIGHT**

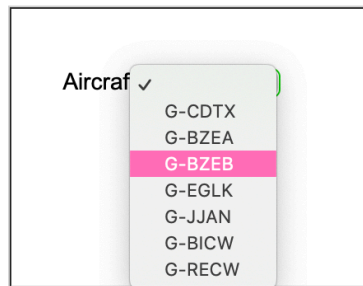


# Guide to Completing the Online Tech Log - Post Flight

## 1. Select Tech Log



## 2. Select the Aircraft



## 3. Select Check Daily Tech Log

IT IS IMPORTANT TO READ THE NOTES

Aircraft: G-BZEB

Finished the flight?

TECH LOG FORM:

## 4. Select the line you have filled during the Pre Flight section

Date	Captain	Student	Flight Type	From	To	Auth Initial	Auth Time of Dep	Estimated Duration	Pilot's Accept	Brakes Off	Take Off	Land	Brakes On	Brakes Off-On hh:mm	Airborne hh:mm	Pilot's Initials After Flight	Fuel End Of Flight	Remarks	Defects
07/03/2019	Will Robson	Blackbushe Aviation	Training Dual	EGLK	EGLK	WR	12:00	1:00	WR		12:06	12:15	13:08	13:11	1:05	0:53			NIL

Click here to select the line



## 5. Assign the flight log entry to your flight log

Flight log: ✓ - Select -  
 Brakes Off:12:06 Brakes On:13:11 Duration:1:05

Remarks:

Fuel at End of flight:  (litres)

## 6. Enter any appropriate remarks and fuel at end of flight

Flight log: Brakes Off:12:06 Brakes On:13:11 Duration:1:05

Remarks:

Fuel at End of flight:  (litres)

If you need to change the fuel uplift you can access this in the pre flight section by scrolling up

## 7. Enter any defects

Any defects encountered should be discussed with the CFI before entering in this system

If no defects then enter NIL

## 8. Enter the Captains password and click Save

## 9. Click Check Daily Tech Log to make sure it saved correctly

	Date	Captain	Student	Flight Type	From	To	Auth Initial	Auth Time of Dep	Estimated Duration	Pilot's Accept	Brakes Off	Take Off	Land	Brakes On	Brakes Off-On hh:mm	Airborne hh:mm	Pilot's Initials After Flight	Fuel End Of Flight	Remarks	Defects
	07/03/2019	Will Robson	Blackbushe Aviation	Training Dual	EGLK	EGLK	WR	12:00	1:00	WR	12:06	12:15	13:08	13:11	1:05	0:53	WR	1/2		NIL



## Guide to Completing the Online Tech Log - Common Errors

- **Not completing post flight**

The tech log entry is not complete until you have completed the post flight entry. It is important to do this to ensure compliance with the Operations Manual. It also creates extra work for operations if not completed

	Date	Captain	Student	Flight Type	From	To	Auth Initial	Auth Time of Dep	Estimated Duration	Pilot's Accept	Brakes Off	Take Off	Land	Brakes On	Brakes Off-On hh:mm	Airborne hh:mm	Pilot's Initials After Flight	Fuel End Of Flight	Remarks	Defects
	07/03/2019	Will Robson	Blackbushe Aviation	Training Dual	EGLK	EGLK	WR	12:00	1:00	WR	12:06	12:15	13:08	13:11	1:05	0:53				NIL
																				NIL

- **Username/Password not working**

If your password is not working then log out and select forgot my password. This will take you through steps to reset your password.

- **Member/Student not found**

Please speak to operations before continuing as it is important that each student has an account for accurate record keeping. Do not enter it as a Trial Lesson as this leads to unnecessary work.

- **System displaying blank page**

Sometimes the system will timeout if unused for a long period of time. To fix this simply log out, close the browser and re open it again. If this does not work then please speak to operations.

- **Private Hire not authorised**

All flights need to be authorised. If you are private hiring then you must get operations to authorise the flight before departing. **DO NOT DEPART UNTIL THIS HAS HAPPENED.**

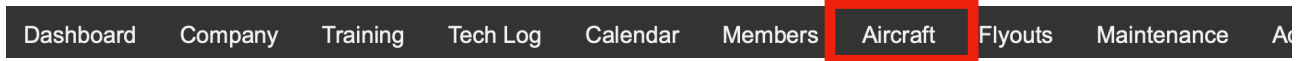
- **Student Solo not authorised**

Instructors must make sure that prior to sending a student solo there is a completed tech log entry authorised by the instructor supervising the student.



- **Error in entering defect**

Defects entered in the post flight section will ground the aircraft until an authorised member can defer the item. If you wish to make a comment about the aircraft instead then please use the deferred defects section under the aircraft tab.



Please follow this guide to ensure that the tech log is completed in accordance with the Operations Training Manual. Please refer any questions to the Operations Team or Will Robson. Any further questions can be referred to technical support:

**[support@cloudbasega.com](mailto:support@cloudbasega.com)**