



NAME \_\_\_\_\_  
 AIRCRAFT # \_\_\_\_\_  
 DATE \_\_\_\_\_

Training Bulletin 02-2007  
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Effective immediately, all UFS students will be responsible for completing all weight and balance and performance data prior to their scheduled time of instruction or solo flights (show time).

Attached you will find a worksheet that **MUST** be completed prior to each flight. All calculations are to be done by hand using data from the actual aircraft weight and balance.

The flight will not be released if the weight and balance and the performance data has not been completed and shown to the instructor for dual flights or the dispatch desk for solo flights. All computed data must be within the operating parameters of the aircraft and the flight.

We have updated the dispatch release to cover this new procedure as well. If you have any questions, please contact Jeff Williams or Laura Watts.

Thanks for your support.

	WEIGHT	ARM	MOMENT
BASIC EMPTY WEIGHT			
PILOT & FRONT PASS			
REAR PASSENGERS			
BAGGAGE AREA 1			
BAGGAGE AREA 2			
ZERO FUEL WEIGHT			
FUEL			
RAMP WEIGHT			
(TAXI & TAKE OFF)			
TAKE OFF WEIGHT			
FWD & AFT LIMITS		_____ TO _____	_____ TO _____

ALT SET \_\_\_\_\_  
 TEMPERATURE \_\_\_\_\_  
 PRESSURE ALT \_\_\_\_\_  
 DENSITY ALT \_\_\_\_\_  
 BEST GLIDE \_\_\_\_\_  
 % BHP \_\_\_\_\_

SURFACE WINDS \_\_\_\_\_  
 HEADWINDS \_\_\_\_\_  
 X-WIND \_\_\_\_\_  
 WINDS ALOFT \_\_\_\_\_  
 WINDS ALOFT \_\_\_\_\_  
 TAS \_\_\_\_\_

V<sub>r</sub> ROTATION SPEED \_\_\_\_\_  
 V<sub>a</sub> MANEUVERING SPEED \_\_\_\_\_  
 NORMAL TAKE-OFF DIST \_\_\_\_\_  
 SHORT FIELD TAKE-OFF DIST \_\_\_\_\_  
 SHORT FIELD LNDNG SPEED \_\_\_\_\_

**AIRPORTS OF INTENDED USE INFORMATION**

RUNWAY LENGTH 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
 TAKE-OFF DISTANCES 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_  
 LANDING DISTANCES 1<sup>ST</sup> \_\_\_\_\_ 2<sup>ND</sup> \_\_\_\_\_

**PASSENGER BRIEFING**  
**SEATBELTS**

**BEFORE TAKE-OFF BRIEFING**  
 ENGINE FAILURE – BEFORE LIFTOFF – AFTER LIFTOFF – WHO WILL BE PIC