

CIVIL AIR PATROL PILOT RECORDS CHECKLIST

PILOT NAME: _____ GRADE: _____ CAPID: _____

This cover sheet is taken Directly from 60-1, Change 2, 15 July 1999. This sheet may be included in each pilot's file to help ensure completeness. This documentation checklist is compliant with all applicable Civil Air Patrol Regulations.

CAP Regulation 60-1, Change 2, 15 July 1999, Paragraph 2-9:

2-9. Pilot Records. Unit commanders shall maintain a file or record on each active CAP pilot assigned to their unit. Pilot records need only be maintained at one location, except check pilot records will be duplicated at the wing stan/eval office. Records of wing assigned pilots should be maintained at the wing headquarters. All pilot records shall contain as applicable:

- a. Copy of FAA pilot certificate
- b. Copy of current FAA CFI certificate
- c. Copy of current FAA medical certificate
- d. Documentation of current biennial flight review
- e. Copies of all CAPFs 5 establishing aircraft qualification of currency
- f. A current copy of each completed aircraft questionnaire
- g. Proof of annual CAPF 5 written examination completion
- h. Copy of the most current CAPF 91, *CAP Mission Pilot Checkout*
- i. Signed Statement of Understanding
- j. Copy of current designation as a cadet orientation pilot, check pilot, instructor pilot, and mission check pilot
- k. Copy of a letter or certificate indicating successful completion of the National Check Pilot Standardization Course