

23.1 Log Book Certification Forms

You can obtain Log Book Certification Forms from the CASA CLARC Office, in pads comprising 20 or 50 forms.

Pads are issued only to persons who hold a valid and current Instrument of Delegation for the purpose of entering ratings and/or endorsements in pilot Log Books.

You can arrange for someone to collect new pads on your behalf by completing the authority provided in the pad.

Alternatively, on receipt of a written request for additional supplies, and either a cheque for the cost of the books or authorisation to deduct payment from your credit card, the CLARC Office can forward the books to you. You should then complete and return the acknowledgment notice.

23.2 Log Book Record Pages

You can obtain Log Book record pages as downloadable and printable documents from the FCL Forms section on the CASA website (<http://www.casa.gov.au/manuals/html/fcl/fclfrm.htm>).

Alternatively, pilots may purchase a new Log Book, which incorporates the record pages, from the Airservices Australia Publications Centre.

Orders can be phoned or faxed through on:

131757 (local call rate)

02 2171665 (Central Office)

02 62171664 (fax)

www.airservices.gov.au/publications.

23.3 Student Licences and Radio Licences/Certificates

Previously, separate books for each type of licence or certificate were available to Delegates to issue these qualifications. These are still valid, however, CASA now issues these in the same format as the Flight Crew Licence booklet.

23.4 Document Security

Log Book Certification Forms and licence blanks are individually numbered in series to make them traceable.

Except when your official replacement is doing your job while you are on leave, **you** are the only person who may have access to these forms. Accordingly, you must ensure the forms are kept in a secure place and out of unauthorised hands. The most practical method is to place them in an office safe, to which you hold the only key. The method of security must be able to guarantee the security of the forms.

If any forms are missing, inform Flight Crew Licensing Office immediately.

For audit purposes, you must maintain up-to-date records of all licences/certificates you issue.