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Please download and complete with Adobe Acrobat. If you are using a browser to complete this form you may lose your information. Send this form and any attachments to [applications@casa.gov.au](mailto:applications@casa.gov.au)

### Purpose of this form

Use this form to report the results of the Night VFR Endorsement flight test.

### Who is this form for?

This form is for the Examiner to submit after the successful completion of the flight test.

### Information needed to complete this form

You will need to provide to CASA:

- This Flight Test Report
- Form BF-002

The examiner must retain a copy of this report as per CASA Recreational Balloon Procedure Manual 2.6.4.

Please ensure your application and the checklist are completed correctly and that all required supporting documentation is provided. Incomplete applications will not be accepted and may be returned to you for amendment.

### Aviation Reference Number (ARN)

An ARN is required to complete this form. If you do not have an ARN, [apply now](#).

### Contact details

It is important the contact details on the ARN profile are current. CASA uses these contact details when processing this application.

If your address, contact or other details have changed, you must update them prior to lodging this form. You can do this by [changing your details](#) on the CASA website.

Failure to provide up to date contact details to CASA could result in additional fees being charged under the *Civil Aviation (Fees) Regulations 1995* and may constitute a criminal offence.

### For more information

Go to the [CASA website](#) or [contact us](#).

## Applicant

### 1 What are the **applicant** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

## Flight Examiner details

### 2 What are the **Flight Examiner** details?

Your contact details must be current. Update contact details via [changing your details](#).

Full name

ARN

Phone number

Email address

### 3 What are the details of the flight test?

Result

Pass

Fail

Ground time

Flight time

## 3 Continued

Location/route flown

Aircraft type

Aircraft registration (VH-)

Date of flight test (DD/MM/YYYY)

/ /

Examiner comments

 Provide additional pages if required

## Flight test report

**4** The flight test report must be completed in the following manner:

**S** Items completed **Satisfactory**

**X** Items completed **Unsatisfactory**

**TR** **Training records**

**N** Items **not tested**

### Flight Test Report instructions

The testing officer is to complete the flight test report and retain a copy of the report and send a copy with BF-002 to the Civil Aviation Safety Authority.

For items marked with an asterisk, training record evidence and oral questioning can be used in the absence of demonstrating the item. In this case the examiner must indicate observation of the item by marking the item with "TR".

### 1. Pre-flight

- 1.1 Plan a night VFR flight including consideration of airspace, weather and landing options. ....
- 1.2 Determine lowest safe altitude for planned route.....
- 1.3 Plan to maintain VMC criteria for flight.....
- 1.4 Ensure a suitable retrieve vehicle is available and equipped with maps and communications equipment.....
- 1.5 Know the phase of the moon and moonset time .....

### 2. Prepare flight, take-off and climb out at night

- 2.1 Lodge an appropriate flight notification.....
- 2.2 Flight note left with ground crew. ....
- 2.3 Assembly of balloon, layout and inflation in the dark .....
- 2.4 Emergency landing light and battery – check operational and stow .....
- 2.5 Anti-collision light - install and confirm working.....
- 2.6 Pre-flight inspection.....
- 2.7 Instruments and gauges working - spare batteries.....
- 2.8 Fuel system – understand if manifold or tank changes required – ensure all tanks functioning .....
- 2.9 Set appropriate VHF radio frequencies.....
- 2.10 Brief ground crew on normal and emergency .....
- 2.11 Confirm UHF radio and phone comms with ground crew.....
- 2.12 Pre-flight checklist - includes night VFR items.....
- 2.13 Passenger briefing.....

## 4 continued

- 2.14 Night take-off procedure – clearing obstacles, scanning for hazards especially overhead powerlines.....
- 2.15 Switching on and deploying the anti-collision light.....

### 3. Conduct flight

- 3.1 Use of variometer and audio warning.....
- 3.2 Use of the instrument (altimeter/navigation equipment) backlit lights! .....
- 3.3 Navigation principles and techniques at night – maps and charts - use of moving maps and GPS.....
- 3.4 Monitor fuel consumption.....
- 3.5 Maintain an effective lookout.....
- 3.6 Use correct radio procedures .....
- 3.7 Demonstrate ability to maintain level flight in NVFR.....
- 3.8 Demonstrate the ability to climb and descend safely in NVF.....
- 3.9 Carry out necessary fuel management during night flight.....
- 3.10 Maintain communication with ground crew .....

### 4. Emergency Procedures

- 4.1 Emergency procedures at night - landing at night (discussion only).....
- 4.2 Use of the light - scanning for hazards especially powerlines .....

### 5. Landing

- 5.1 Retract and stow anti-collision light.....
- 5.2 Pre-landing passenger briefing .....
- 5.3 Land balloon by days .....

### 6. Post-flight

- 6.1 De-brief lessons learnt.....
- 6.2 Completion of aircraft and pilot's logbook.....

**5 I declare:**

- All statements in this flight test report are true and correct.

I acknowledge by providing my details below and submitting this flight test report:

- I may commit an offence under the *Criminal Code Act 1995* if I make a false or misleading statement in my flight test report.
- We may also use your licensing information in deidentified form for aviation safety research/analysis.

**Privacy**

Any personal information you provide to CASA, as part of this flight test report, is protected by the *Privacy Act 1988*.

We will use the information provided to process this flight test report and may also use it to conduct identity/security checks. Without your consent, we may not be able to process your flight test report.

To meet our accountability obligations, we may disclose this information:

- to other government agencies or other national aviation authorities for certain purposes, and
- to comply with court orders and other legal requirements.

For more information about how we use, disclose and protect your personal information, see our [privacy statement](#) and [privacy policy](#).

- I declare and acknowledge the above matters.
- I consent to CASA using my licensing information and other personal information for the above purposes.
- I have read CASA's privacy policy and I authorise CASA to use and disclose the information it collects for this flight test report in accordance with that policy.

Examiner full name

Examiner Signature

Date (DD/MM/YYYY)

/ /

**Submitting this form to CASA**

**Choose one option only**



By email – send this form with **BF-002** and any supporting documents attached to [applications@casa.gov.au](mailto:applications@casa.gov.au)



By post – return this form and all supporting documents to:

**CASA Client Services Centre**  
**GPO Box 2005**  
**Canberra ACT 2601**