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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 Private Pilot (Balloon) Permit initial issue 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 Examiner 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. Documentation

- 1.1 Signed recommendation from an instructor .....
- 1.2 Completed Training Record .....
- 1.3 Logbook showing minimum number of hours under instruction as set out in the CRBPM .....
- 1.4 Balloon logbook .....

#### 2. Equipment

- 2.1 Airworthy balloon .....
- 2.2 Retrieve vehicle .....
- 2.3 Maps with any SZs marked, VTC and ERC as appropriate. ....
- 2.4 Balloon load chart .....
- 2.5 Personal equipment, compass, strikers, tools, timepiece .....

#### 3. Personnel

- 3.1 Sufficient crew for launch and retrieve .....

#### 4. Preparation for Flight

- 4.1 Explain MET forecast/prevaling weather conditions .....
- 4.2 Select a launch site (obtain permission) .....
- 4.3 Load calculation .....
- 4.4 Carry out flight planning, noting navigational and airspace features on the probable path .....
- 4.5 Passenger briefing .....
- 4.6 Crew briefing .....

#### 5. Familiarisation

- 5.1 Unload balloon.....

## 4 continued

- 5.2 Rig the burner, basket and fuel system .....
- 5.3 Carry out leak and burner test. ....
- 5.4 Rig the envelope from the unriggered state. ....
- 5.5 Check all other required equipment .....

**Only if stages 1 to 5 are completed satisfactorily will the test continue.**

#### 6. Inflation

- 6.1 Inflate safely and in a controlled manner .....
- 6.2 Operate the burner safely and competently .....
- 6.3 Give correct, audible and precise instructions to crew .....

#### 7. Take off

- 7.1 Carry out pre-take off checks.....
- 7.2 Assess wind and distance to downwind obstacles, make a go/no go decision.....

#### 8. Straight and level flight

- 8.1 Climb to a requested height (1 000 - 2 000 ft AGL) .....
- 8.2 Maintain controlled level flight for a minimum of 5 minutes.....

#### 9. Climbing/descending

- 9.1 Know the maximum climb/descent rate for balloon .....
- 9.2 Know maximum envelope temperature for balloon .....
- 9.3 Demonstrate climb/descent at rates requested by examiner .....

#### 10. Navigation

- 10.1 Keep track of position on map.....
- 10.2 Identify features.....
- 10.3 Assess wind speed and direction .....

#### 11. Emergencies

- 11.1 Make a fast ascent/descent for a simulated emergency .....
- 11.2 Carry out pilot light failure drill (actually or verbally or on the ground).....
- 11.3 Describe the actions to be taken in the event of a fire in the air/on the ground .....
- 11.4 Describe the actions to be taken in the event of a propane leak in the air/on the ground .....

4 continued

12.Fuel Management

- 12.1 Explain burner system and cylinder arrangement.....
- 12.2 During flight indicate fuel state, usage, requirements and carry out hose transfer as required .....
- 12.3 Explain/demonstrate refuelling of flight cylinders and the necessary safety measures .....

13.Approach & overshoot (2 or more times demonstrating good control)

- 13.1 Explain choice of field for approach .....
- 13.2 Perform pre-landing checks (must mention power lines).....
- 13.3 Perform descent from high/low level for a landing approach without undue delay.....
- 13.4 Show positive control in low level flight (50 ft or less).....
- 13.5 Carry out an overshoot and climb out safely.....

14.Landing

- 14.1 Explain choice of field for approach. ....
- 14.2 Perform pre-landing checks (must mention power lines).....
- 14.3 Make a controlled descent for the landing approach.....
- 14.4 Control the balloon during final approach to give low vertical speed on touchdown .....

15. Action after flight

- 15.1 Ensure burner and fuel system is made safe and all the instruments are turned off.....
- 15.2 \*Pack envelope and de-rig burner/basket .....

16. Landowner relations

- 16.1 \*Conduct the launch and retrieve in accordance with maintaining good landowner relations.....

17.Airmanship

- 17.1 Show proper care for well-being of passenger during the flight.....
- 17.2 Demonstrate regard for animals, crop, property and people on the ground during the entire flight.....
- 17.3 Position the balloon at appropriate heights/altitudes in relation to hazards, persons, major roads, towns, SZs and airspace.....
- 17.4 Maintain an adequate lookout and awareness of changing weather conditions.....

4 continued

18. Solo Flight

- 18.1 Pre-take off checks .....
- 18.2 Carrying out of set tasks.....
- 18.3 Choice of final landing site.....

*This area has been intentionally left blank*

**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 all 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**