



ABS Air Safety Foundation
Beechcraft Pilot Proficiency Program
Flight Instruction Checklist

Customer: _____

Instructor: _____

Date: _____

1 **When you're contacted to schedule a BPPP flight**, access the BPPP Instructors page (www.bonanza.org/training/for-bppp-instructors/) and check that your customer's flight is authorized:

- A **YES** in a green field indicates all requirements for the flight have been met
- A **No** on the page indicates the flight is not authorized. Contact your customer and inform him/her whether online/ground training must be complete and/or payment is needed before he/she may fly, based on the information on the form.
****If your student is not on the list at all, that means they have not made a payment yet****

2 **When you schedule the flight**, email your name, your customer's name, and the intended date and location (airports) of your flight to bppp@bonanza.org. This activates your contract to act as a flight instructor representative of BPPP and the ABS Air Safety Foundation.

3 **On the day of the flight:**

- Have your customer sign a BPPP Hold Harmless Agreement with that day's date.
- If the airplane is owned by a third party, collect the owner's Hold Harmless Agreement from your customer
- Scan or take a photo of the signed form(s) and email it/them to bppp@bonanza.org
- Leave the signed forms in your car or your customer's car at the airport, or at the FBO desk. Do **not** take the forms in the airplane with you.
- BPPP highly recommends you file a VFR or IFR flight plan, and activate the plan during your flight. Remember to cancel your flight plan at the end of your session.

4 **As soon as possible after you complete the flight**, email your name and your customer's name, and that you have completed training, to bppp@bonanza.org.

5 **Check one:**

<input type="checkbox"/>	I will validate the pilot's FAA WINGS credit to use toward my CFI recertification.
<input type="checkbox"/>	I want ABS to validate the pilot's FAA WINGS.
<input type="checkbox"/>	The pilot does not wish to participate in FAA WINGS.

6 Send the (1) **Hold Harmless** agreement(s), your signed (2) **Flight Training Record** sheet and this completed (3) **Flight Instruction Checklist** to bppp@bonanza.org or fax 316-945-1710. You must submit ALL these items with proper dates and signatures in order to receive payment.

7 With the paperwork include (4) **an invoice** to ABS Air Safety Foundation for your services.

Your invoice must contain:

- Your name
- Your company name, if payment will be made to an LLC or corporation you own
- Your social security number or your company's EIN, whichever is appropriate (**this only applies to the first invoice you send to ASF**)
- The address where you want payment mailed, unless you've requested direct deposit of your fee into your account
- Your customer's name
- The date on which training took place
- The invoice amount of \$400 per customer

It is 100% your responsibility as the CFI to confirm the flight is authorized and all paperwork is properly signed and secured before flight, and that all records are sent to ASF in a timely manner after the flight is complete.

All items in steps 6 and 7 must be received by ASF for you to receive payment.

If **any** incident, accident, injury or aircraft damage occurs at any time during your instructional session, call or text ABS Executive Director Tom Turner at 316-737-1141 **as soon as possible**.