



## **BPPP Scheduling Contact Checklist**

Update 2 March 2020

This is a supplemental checklist for when you are first contacted by a pilot to schedule a BPPP flight. It does not replace the BPPP Flight Instruction Checklist, and is not required to be used or to be sent to ABS. It's designed for you to cover items while you are on the phone to a pilot when scheduling a flight, or while exchanging emails prior to flying with a BPPP customer. Its purpose is to help you better prepare for the flight.

1. Ask the model and registration number of the airplane that will be used for training.
2. After the contact, check the aircraft registration at <http://registry.faa.gov/aircraftinquiry/> to ensure the registration is valid (you do not get the "Registration Status" warning)
  - a. If the registration is not valid, contact the pilot and refer him/her to their local FSDO.
3. Arrange date/time/location for the flight training.
  - a. The syllabus does not have to be completed in a single day, if that fits both your schedules.
4. If the pilot asks you to travel to the training location and you will incur expenses, remind the pilot he/she will pay you directly to reimburse you for those direct expenses. You are free to negotiate payment for travel time as well, but that is between you and the pilot.
5. Ask if the pilot has completed or nearly completed the BPPP online or BPPP Live training.
6. Ask to ensure the pilot has:
  - a. Completed BPPP online or a BPPP LIVE event.
  - b. Paid the flight course tuition fee (go to the ABS Online Training Center, scroll down to ADD FLIGHT TRAINING, click and follow instructions to pay).
7. Ask the pilot to complete and send you the Pilot History Form, linked under PILOT TRAINING at [www.bonanza.org](http://www.bonanza.org).
  - a. This will give you information about the pilot, the airplane, and its equipment prior to the flight.
8. You may access the applicable POH at [www.bonanza.org](http://www.bonanza.org) for review prior to the flight.
9. Ask if this is the first time the pilot has taken BPPP training.
  - a. If "yes," review briefly the Initial flight syllabus.
  - b. If the pilot has flown with BPPP before, discuss tailoring the flight syllabus to their desires and needs.
  - c. In both cases, ask if there are any specific skills or topics the pilot would like to cover during the flight.
10. Ask whether the airplane has dual flight controls. If not, are both the pilot and you:

- a. Qualified and current to act as pilot-in-command of the aircraft, including a current Flight Review, IPC if the flight will be on an IFR clearance, FAA medical certificate, and High Performance and Complex endorsements?
    - i. If “yes” to all, 91.109 permits instruction in single control airplanes.
    - ii. If “no” to any, 91.109 requires dual flight controls. Refer the pilot to ABS for sources to rent a dual control for temporary installation.
  - b. Note: The instructor is required to have at least 25 hours in make and model of aircraft in order to provide dual flight instruction in single-control aircraft (91.109).
    - i. FAA has clarified “make and model” to mean BE33, BE35, BE36, BE55, BE56, BE58 or BE95, as applicable to the airplane to be flown.
  - c. If you do not meet the requirements to conduct instruction in the pilot’s aircraft, or you choose not to do so, assist the pilot in finding another BPPP accredited flight instructor as close as possible to the desired location.
11. (Bonanza/Debonair) Ask whether the airplane has tip tanks.
- a. If “yes,” direct the pilot to arrive for training with the tip tanks empty. Fuel in tip tanks can significantly aggravate stall characteristics, so BPPP requires the tips to be empty for instructional flights.
12. Direct the pilot to bring the airplane and engine logs to the training appointment. If he or she does not wish to bring the logbooks, direct him/her to bring a copy of the current Annual Inspection, Transponder inspection and Static System inspection endorsements.
13. Provide your weight so the pilot can complete a weight and balance calculation before the flight.
14. Review BPPP completion standards:
- a. If the pilot demonstrates safe operation of the aircraft he/she will receive a BPPP course completion certificate after successfully completing the flight syllabus. ABS will mail this certificate to the pilot.
  - b. If in your opinion the pilot successfully completes all items required by 61.56, you will endorse him/her for a Flight Review.
  - c. If in your opinion the pilot demonstrates proficiency in all areas required by 61.57 and the Ratings Task Table of the FAA Instrument Practical Test Standards (p. 1-vii), you will endorse him/her for an Instrument Proficiency Check.
  - d. If the pilot satisfactorily completes all items required for a level of FAA WINGS and he/she wishes, you (or ABS) will validate his/her WINGS credit.
15. ABS will automatically provide credit toward a level of ABS AVIATOR recognition to all pilots who earn a BPPP course completion certificate.
16. Remind the pilot to send a copy of all certificates received after training to his/her insurance agent or broker. Most insurance companies provide a discount for completing BPPP.

If you have any questions contact ABS Director of Member Services Lauren Bayless at [bppp@bonanza.org](mailto:bppp@bonanza.org) or 316-945-1700.