


<p style="text-align: center;">SOUTH AFRICAN</p>  <p style="text-align: center;">CIVIL AVIATION AUTHORITY</p>	<p>REPUBLIC OF SOUTH AFRICA</p> <p>CIVIL AVIATION AUTHORITY</p> <p>AERONAUTICAL INFORMATION CIRCULAR</p>	<p>CAA Private Bag x 73 Halfway House 1685</p>
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AIRWORTHINESS

ADMINISTRATION

FLIGHT FOLIOS

- ☛ Indicates changes.
 - ☛ This AIC replaces AIC 60.9 dated 02-10-15 in total.
1. Part 91.03.5 of the Civil Aviation Regulations, 2011, states, *inter alia*, "that every South African aircraft shall carry a flight folio. This shall conform substantially to the requirements set by the Director of Civil Aviation (DCA) and shall be kept up-to-date and maintained in a legible manner. The flight folio shall constitute a record of all flying and maintenance performed while the aircraft is away from its normal station. Entries shall be made immediately upon completion of the occurrence to which they refer and in the case of maintenance be certified by the person taking responsibility for the maintenance performed. " Flight folios are therefore regarded as the document containing the flying records of the aircraft concerned, whereas the aircraft, engine(s) or propeller logbooks will contain the complete maintenance history of the equipment to which it relates.
 2. It shall be the responsibility of the Operator/Owner or Aircraft Maintenance Organization (AMO) concerned, to open flight folios (TV2/168's) with the appropriate details.
 3. Standard Flight folio's (TV2/168) complying with the DCA minimum requirements are obtainable from the Government Printer, Publication Section, Private Bag X85, Pretoria, 0001.
 4. Operators, however, may design such flight folios to include the details they consider necessary for their particular operation and submit for approval to the DCA. Form CA 21-14 shall be filled in and submitted to the SACAA prior to the utilization of the customized flight folio. This form is available on the CAA website under Airworthiness forms.
 5. The pilot-in-command of an aircraft shall be responsible for ensuring that the flight folio is filled in correctly, kept up to date and maintained in a legible manner, after each flight or occurrence.
 6. Flight folios shall be presented to the maintenance organization or the licensed aircraft maintenance engineer responsible for the maintenance of the aircraft in order that the times flown may be scrutinized and transferred to the appropriate logbooks within 48 hours subsequent to the defect rectification.
 7. When reaching the flight time between scheduled maintenance inspections, the AMO/AME concerned shall transfer the times and certify in the appropriate logbooks to that effect. After the inspection has been carried out, the AMO/AME should, again complete the top of the next page of the flight folio and certify the inspection carried out.
 8. It is the duty of the responsible aircraft maintenance organization or licensed aircraft maintenance engineer to advise the CAA as to whether or not the flight folio presented has been completed accordingly and if it meets the requirements as the Regulations prescribed by the DCA.
 9. The minimum requirements in this respect have been established by the Director for Civil Aviation and are as printed on the reverse page of this AIC.


DIRECTOR OF CIVIL AVIATION

FLIGHT FOLIO AND DEFECT REPORT

AIRCRAFT DESIGNATION _____ SERIAL NO _____ REGISTRATION MARKINGS _____
 NEXT SCHEDULED INSPECTION IS A _____ DUE ON _____ OR AT _____ (AIRFRAME FLYING HOURS) _____ HOBBS _____

Date	Journey		Flight Duration	Airplane hours	HOBBS	Cycles/ Landings/ retractions	Fuel uplift	Fuel used	Pilot particulars	Pilot license No.
	Totals forwarded									
	From	To								
Date	No	Defects	Rectification date	Rectification action	AME signature	*License No.				

* A signature in this column will be taken as a certificate that the maintenance specified and all the requirements prescribed in the applicable Civil Aviation Regulations, 2011, as amended, have been complied with.

Note:

- Note: This flight Folio shall be kept up-to date and maintained in a legible manner. Flying hours must be recorded in hours and minutes
- Rectification of defects away from base must be entered and certified in the flight folio and transferred in the appropriate logbook within 48 hours.