



TURKISH AIRLINES



ED.72.C32S0340T | Rev.00

Filling Guide Airbus A320

APPROVAL TYPE	APPROVER	TITLE	DATE
OWNER	SULEYMAN DILEK	OWNERS	10.01.2024 08:40

REVISION DATE
09.01.2024

ENTRY INTO FORCE
10.01.2024

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A320 FLEET TRAINING MANAGEMENT



PILOT LOGBOOK FILLING GUIDE AIRBUS A320

NOTES:

- This document is prepared according to “DD.72.C32F011FT” and for training use only.
- Any Operational Documents are superior to this document.





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1. Purpose

The purpose of this document is providing a guidance for filling pilot logbook in a proper way. Related definitions and explanations of the pilot logbook are given to provide a general description of the topic. A various number of examples are prepared to show possible entries.

2. Scope

This document is prepared for the pilots who are under training process for captains and first officers under A320 Fleet Training Management.

3. Definitions

Commander: The pilot (other than co-pilot) designated (qualifies as pilot-in-command) by Turkish Airlines (or applicable operator) to be in command of the aircraft.

Co-Pilot: The term means a pilot serving in any piloting capacity other than as pilot-in-command or commander, but excluding a pilot who is on board the aircraft for the sole purpose of receiving flight instruction for a license or rating.

Flight Time: The total time from the moment an aircraft first moves under its own power for the purpose of taking off until the moment it comes to rest at the end of the flight for the purpose of unloading persons.

Pilot-In-Command: The term means a pilot who is responsible for the operation and safety of the aircraft during flight time.

Pilot Flying (PF): The term means the pilot, who for the time being, is in charge of the controls of an aircraft.

Pilot Monitoring (PM): The term means the pilot who is assisting the Pilot Flying in accordance with the multi-crew co-operation concept.

FSTD: Flight Simulation Training Device 'flight simulation training device (FSTD)' means a device for the training of pilots which is a full flight simulator (FFS), a flight training device (FTD), a flight and navigation procedures trainer (FNPT) or a basic instrument training device (BITD).

4. Responsibility

A320 Fleet Training Management is responsible for the implementation, update of this procedure as well as the design, improvement, development, supervision, management, and check of the process explained in it.

5. References and Documents Referred

DK.33.008 EASA Aircrew | Easy Access Rules For Aircrew AMC1 FCL.050

DGCA Turkiye Logbook Instructions For Use section.

<https://web.shgm.gov.tr/tr/genel-duyurular/1749-pilot-sahsi-ucus-kayit-defterlerinin-doldurulmasi-hakkinda-bilgilendirme>





6. Pilot Logbook

6.1. General Principles

Logbook enables pilots to record flying experience in a manner, which will facilitate this process while providing a permanent record of the license holders flying. Pilots shall keep his/her flight time records and logbook individually.

The pilot shall keep a reliable record of the details of all flights flown in a form and manner established by the competent authority.

All pilots are to maintain their personal logbooks in accordance with the provisions of [DK.33.008 EASA Aircrew | Easy Access Rules For Aircrew](#) AMC1 FCL.050.

Flight crew's logbook entries should be made as soon as practicable after any flight undertaken. All entries in the logbook shall be made in blue ink. Pilots shall not fill their personal flight logbooks with pencil. Also filling the pilot personal flight logbooks with pencil first then crossed over with a fixed pencil is not appropriate. Considering the necessity of processing the information on the document in a way that leaves no room for doubt and the negative effects that this deficiency may cause, Turkish DGCA decides to evaluate this transaction, which will be encountered during the inspections to be carried out from now on, as a "Level-1" finding.

The participants of every flight of which the holder of a flight crew license acts as a member of the operating crew of an aircraft are to be recorded in the appropriate columns using the dedicated line for each flight.

Flight time is recorded from the time the aircraft first moves under its own power for the purpose of taking off until the time the aircraft finally comes to rest after landing (block time).

For aeroplane training (base training); the trainees shall log the flight time only when they act as pilot flying.

All flights carried out, as 'commander' shall be entered in the logbook as 'pilot-in-command'.

The holder of a license shall without undue delay present his flight time record for inspection upon request by an authorized representative of applicable Authority.

6.2. Pilot Logbook

1. The record of the flights flown should contain at least the following information:
 - (i) Personal information of logbook holder
 - (ii) The name and address of the holder
 - (iii) Particulars of the holders' license (if any) to act as a member of the flight crew of an aircraft
 - (iv) The name and address of holder's employer (if any)



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ADDITIONAL PILOT INFORMATION		
NAME AND ADDRESS OF EMPLOYER	FROM	TO
TURKISH AIRLINES	27.11.2017	

LICENCE				RATING			
TYPE OF LICENCE	DATE OF ISSUE	NUMBER	AUTHORITY	CLASS/TYPE OF RATING	DATE OF ISSUE	NUMBER	AUTHORITY
PPL	22/05/2015	TR.FCL.A.XXXXXX	DGCA Turkiye	IR	22/02/2017	TR.FCL.A.XXXXXX	DGCA Turkiye
CPL	22/02/2017	TR.FCL.A.XXXXXX	DGCA Turkiye	MULTI ENGINE	28/02/2017	TR.FCL.A.XXXXXX	DGCA Turkiye
ATPL	28/10/2020	TR.FCL.A.XXXXXX	DGCA Turkiye	A320/IR	15/04/2018	TR.FCL.A.XXXXXX	DGCA Turkiye

TYPE RATINGS		PROFICIENCY CHECK		PROFICIENCY CHECK		MEDICAL	
AC & ENGINE TYPE	DATE OF TRANSITION	TYPE	DATE	TYPE	DATE	CLASS	DATE
A320	15/04/2018	A320-OPC	15/10/2018			CLASS 1	15/08/2016
		A320-LPC	23/04/2019			CLASS 1	13/08/2017
		A320-OPC	14/10/2019			CLASS 1	12/08/2018
		A320-LPC	24/07/2020			CLASS 1	05/11/2018
		A320-OPC	19/12/2021			CLASS 1	04/11/2020
		A320-LPC	26/02/2021			CLASS 1	03/11/2021
		A320-OPC	25/09/2021			CLASS 1	02/11/2022
		A320-LPC	06/04/2022			CLASS 1	01/11/2022
		A320-OPC	05/10/2022			CLASS 1	27/10/2024
		A320-LPC	19/03/2023				

2. For each flight:
- (i) name(s) of PIC;
 - (ii) date of flight;
 - (iii) place and time of departure and arrival;
 - (iv) type, including make, model and variant, and registration of the aircraft;
 - (v) indication if the aircraft is SE or ME, if applicable;
 - (vi) total time of flight;
 - (vii) accumulated total time of flight.





3. For each FSTD session, if applicable:
 - (i) type and qualification number of the training device;
 - (ii) FSTD instruction;
 - (iii) date;
 - (iv) total time of session;
 - (v) accumulated total time.
4. Details on pilot function, namely PIC, including solo, SPIC and PICUS time, co-pilot, dual, FI or FE;
5. Operational conditions, namely if the operation takes place at night, or is conducted under instrument flight rules.

6.3. Logging of Flight Time

1. PIC flight time:
 - a. the holder of a licence may log as PIC time all of the flight time during which he or she is the PIC; the holder of an instructor certificate may log as PIC all flight time during which he or she acts as an instructor in an aircraft;
 - b. the holder of an examiner's certificate may log as PIC all flight time during which he or she occupies a pilot's seat and acts as an examiner in an aircraft;
 - c. a co-pilot acting as PICUS on an aircraft on which more than one pilot is required under the type certification of the aircraft or as required by operational requirements provided that such PICUS time is countersigned by the PIC;
2. if the holder of a pilot license carries out a number of flights upon the same day returning on each occasion to the same place of departure and the interval between successive flights does not exceed 30 minutes, such series of flights may be recorded as a single entry;
3. Where Regulation (EU) No 965/2012 requires the pilot to act as PIC under the supervision of another pilot (supervisor), both the pilot and the supervisor may log the flight time as PIC.
4. Co-pilot flight time: the holder of a pilot license occupying a pilot seat as co-pilot may log all flight time as co-pilot flight time on an aircraft on which more than one pilot is required under the type certification of the aircraft, the regulations or the operations manual of the operator under which the flight is conducted;
5. Cruise relief co-pilot flight time: a cruise relief co-pilot may log all flight time as co-pilot when occupying a pilot's seat;
6. Instruction time: a summary of all time logged by an applicant for a license or rating as flight instruction, instrument flight instruction, instrument ground time, etc., may be logged if certified by the appropriately rated or authorized instructor from whom it was received;
7. PICUS flight time: provided that the method of supervision is acceptable to the competent authority, a co-pilot may log as PIC flight time flown as PICUS when all the duties and functions of PIC on that flight were carried out in such a way that the intervention of the PIC in the interest of safety was not required.





6.4. Notes on recording of flight time

	1	2		3		4		5		6	7	8
		AIRCRAFT		DEPARTURE		ARRIVAL		SINGLE				
	Date	Type	Regist ration	Dep. Place	Dep. Time	Arr. Place	Arr. Time	SE	ME	Multi Pilot Time	Total Time	Name of Pic
1	03/03/2023	A321	TCLSZ	IST	04:58	DXB	09:26			04:28	04:28	
2	03/03/2023	A321	TCLSZ	DXB	10:44	IST	15:56			05:12	05:12	
3	17/03/2023			IST	23:30	IST	03:30					
4	19/03/2023			IST	04:00	IST	08:00					
5												
6												

Column 1: Enter the date (dd/mm/yy) on which the flight commences;

Column 2: Enter the model/variant and registration number of A/C (e.g. B777 / TC-JJJ)

Column 3 and 4: Enter the place of departure and destination by using three or four letter designator. All times should be in UTC.

Column 5: Dedicated to single pilot operations and for SP operation whether SE or ME.

Column 6: Enter multi pilot time in hours and minutes or decimal notation as decided.

Column 7: Enter total time of flight in hours and minutes or decimal notation as decided.

Column 8: Enter the name(s) of PIC or SELF as appropriate;



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9		10		11			12	13			14
LANDING		OPERATION		PILOT				SYNTHETIC DEVICES			
Landing (Day)	Landing (Night)	Operation Condition (Night)	Operation Condition (IFR)	Function Time (PIC)	Function Time (Co-Pilot)	Function Time (Dual)	Instructor	STDS (Date)	STDS (Type)	STDS (Time of Season)	Remarks and Endorsement
			04:28								
			05:12								
								17/03/2023		04:00	
								19/03/2023		04:00	

Column 9: Indicate the number of landings **as pilot flying** by day or night.

Column 10: Enter flight time undertaken at night or under instrument flight rules if applicable

Column 11: Pilot Function Time

1. Enter flight time as PIC, and PICUS as PIC, Co-Pilot or Dual
2. All times recorded as PICUS is countered signed by the aircraft PIC/ FI in the remarks (column 14)

Column 12: Instructor time should be recorded as appropriate and also entered as PIC

Column 13: FSTD

1. Enter the date of session
2. for any FSTD enter the type of aircraft and qualification number of the device. For other flight training devices enter either FNPT I or FNPT II as appropriate; (e.g. B777/ EU-UKTK534).
3. Total time of session includes all exercises carried out in the device, including pre- and after-flight checks.
4. Enter the type of exercise performed in the "remarks" column

Column 14: REMARKS AND ENDORSEMENTS

The "remarks" column may be used to record details of the flight at the holder's discretion. The following entries, however, should always be made:

1. Instrument flight time undertaken as part of the training for a license or rating
2. Details of training, skill tests and/or proficiency check (see below examples)





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- CMD-1 / TRI/TRE E.KILMAZ
- LVO-UPRT-RD / TRI/TRE T.FAKARA
- ZFTT-LOFT/ TRI/TRE O.ATAK
- LPC or OPC / TRI/TRE G.AKDEMİR

3.Name and signature of PIC if the pilot is recording flight time as PICUS;

4.Signature of instructor/examiner should be taken on log-book after each revalidation and/or check session (LPC, OPC, ZFTT, and Aeroplane Training Flight (Touch and Go))

5.Any activity deemed necessary to be recorded for evidence purposes.

When each page is completed, accumulated flight time or hours should be entered in the appropriate columns and certified by the pilot in the 'remarks' column.





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Line 1: A flight from IST to STR is flown as PF by the commander.

Line 2: A flight from STR to IST is flown as PM by the commander. This flight is conducted as PICUS flight by the F/O as PF.

Line 3 and 4: The captain has conducted his/her OPC simulator assessment as trainee. If this simulator sessions are flown as LPC, the flight crew do not continue to make entries after LPC simulators. The page will be completed with the stamp and signature of TRE/SFE for LPC simulators and new entries will continue with next logbook page.

Line 5: The captain conducted an observer flight from IST to BEG. Same type of entry is used to make logbook entry of check flight as TRE.

Line 6: The commander has flown from BEG to SAW as a LIFUS flight.

Line 7: The captain has conducted CON 2 PBN training simulator as instructor.

Line 8: The commander has conducted an aeroplane training flight. He/she has flown as PIC for 04:00 hours on totally 06:00 training flight.

Line 9: The entry of a return to gate without takeoff.





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Line 1: A flight from IST to STR is flown as PM.

Line 2: A flight from STR to IST is flown as PF by the first officer. As PICUS flights are only applicable for ATPL Frozen Holder First Officers, ATPL holder First officers record the flight hours only on the co-pilot column whether the flight is flown as PF or PM.

Line 3 and 4: The first officer has conducted his/her OPC simulator assessment as trainee. If this simulator sessions are flown as LPC, the flight crew do not continue to make entries after LPC simulators. The page will be completed with the stamp and signature of TRE/SFE for LPC simulators and new entries will continue with next logbook page.

Line 5: The first officer conducted a flight as safety pilot from IST to BEG.

Line 6: The first officer conducted a flight as safety pilot from BEG to SAW.

Line 7: The entry of a return to gate without takeoff.





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Line 8: The first officer has conducted a flight from ESB to IST as PF. The flights that are flown as PF are recorded as PIC hours as PICUS flights for ATPL Frozen Holder Pilots. The signature of commander is necessary at the remarks section for the PICUS flights. ATPL holder First officers record the flight hours only on the co-pilot column whether the flight is flown as PF or PM.

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QMS Document Template Number: FR.18.0001 | Revision 12
Document Template Reference Document Number: TL.18.006

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**Filling Guide Airbus A320****6.8. Aircraft Type Related Records**

Aircraft type related entries are recorded by the logbook holder as shown on the examples:

6.8.1. For Captains:

AIRCRAFT TYPE RELATED RECORDS												
	MANUFACTURER AND MODEL: AIRBUS A320			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:		
DATE	YEAR:2023			YEAR:			YEAR:			YEAR:		
	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL
JANUARY	75:50	-	-									
FEBRUARY	62:30	-	-									
MARCH												
APRIL												
MAY												
JUNE												
1 st 6 MONTHS												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
PAGE TOTAL												
PREVIOUS YEAR												
TOTAL												

6.8.2. For ATPL Holder First Officer:

AIRCRAFT TYPE RELATED RECORDS												
	MANUFACTURER AND MODEL: AIRBUS A320			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:		
DATE	YEAR:2023			YEAR:			YEAR:			YEAR:		
	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL
JANUARY	-	65:20	-									
FEBRUARY	-	78:20	-									
MARCH												
APRIL												
MAY												
JUNE												
1 st 6 MONTHS												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
PAGE TOTAL												
PREVIOUS YEAR												
TOTAL												



**6.8.3. For ATPL Frozen Holder First Officer:**

AIRCRAFT TYPE RELATED RECORDS												
DATE	MANUFACTURER AND MODEL: AIRBUS A320			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:			MANUFACTURER AND MODEL:		
	YEAR:2023			YEAR:			YEAR:			YEAR:		
	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL	PIC	CO-PILOT	DUAL
JANUARY	22:50	45:10	-									
FEBRUARY	18:40	45:50	-									
MARCH												
APRIL												
MAY												
JUNE												
1 st 6 MONTHS												
JULY												
AUGUST												
SEPTEMBER												
OCTOBER												
NOVEMBER												
DECEMBER												
PAGE TOTAL												
PREVIOUS YEAR												
TOTAL												

6.9. Endorsements/ Memoranda

Endorsement/ Memoranda section of the logbook is filled as shown on the example:

DATE	ENDORSEMENTS/MEMORANDA	
23/04/2019	LPC HAD BEEN PERFORMED	STAMP and SIGNATURE OF TRE
24/07/2020	LPC HAD BEEN PERFORMED	STAMP and SIGNATURE OF TRE
26/02/2021	LPC HAD BEEN PERFORMED	STAMP and SIGNATURE OF TRE
06/04/2022	LPC HAD BEEN PERFORMED	STAMP and SIGNATURE OF TRE
19/03/2023	LPC HAD BEEN PERFORMED	STAMP and SIGNATURE OF TRE

7. Attachments

There are no attachments.

8. Table of Revisions

Rev. No.	Contents of Revision
00.	Initial issue.

