



FOCA GM/INFO

Guidance Material / Information

Logging of Flight Time



Scope	Record and logging of flight times
Applies to	Pilots
Valid from	1 April 2024
Purpose	Compulsory / Information

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1 Introduction

All Guidance Material/Information (GM/INFO) are intended to assist the organisation/operator in administrative matters. The administrative requirements and processes will facilitate liaising with the Federal Office of Civil Aviation (FOCA). It is to be considered a tool for the organisation/operator in order to ease processes of obtaining required and defined approvals and authorisations issued by the FOCA. Using the GM/INFO will be conducive to establishing compliance with FOCA requirements and will lead through the respective certification or variation process in regard to administrative tasks.

1.1 Terms and Conditions

The use of the male **gender** should be understood to include male and female persons.

The most frequent **abbreviations** used by the **EASA** are listed here: easa.europa.eu/abbreviations.

When used throughout the GM/INFO the terms such as «shall, must, will, may, should, could, etc.» shall have the meaning as defined in the [English Style Guide](#) of the European Commission.

1.2 Legal References

- Commission Regulation (EU) No 1178/2011:
- Regulation (EU) No 965/2012

1.3 Purpose of this GM/INFO

This GM/INFO regulates the correct recording and logging of flight times in accordance with Part-FCL. In particular, taking into account the corresponding functions of the flight crew.

1.4 Scope

This regulation applies to all licence holders of an EASA licence issued by FOCA Switzerland.

1.5 Organisation / Operator Responsibilities

The responsibility lies with the relevant functions of an ATO/DTO, operators and pilots.

1.6 Definitions

- **'Pilot-in-command'** (PIC) means **the pilot designated** as being in command and charged with the safe conduct of the flight.
- **'Pilot-in-command under supervision'** (PICUS) means a **co-pilot** performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command.
- **'Solo flight time'** means flight time during **which a student pilot is the sole occupant** of an aircraft.
- **'Student pilot-in-command'** (SPIC) means a **student pilot acting as pilot-in-command on a flight with an instructor** where the latter will only observe the student pilot and shall not influence or control the flight of the aircraft.
- **'Multi-pilot operation'** means an operation requiring at least two pilots using multi-crew cooperation in either a multi-pilot or a single-pilot aircraft.
- **'Pilot-in-command under supervision'** (PICUS) means a **co-pilot** performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command.
- **'Safety pilot'** is fully qualified to act as pilot-in-command on the relevant class and type of aircraft and the aircraft is fitted with dual controls and the other pilot occupies a seat at the controls.

Note: The SPIC function is used exclusively within an integrated training course, such as for example ATPL, MPL and CPL.

2 General

A pilot shall keep a reliable record of the details of all flights flown in a form and manner established and approved by FOCA. All hours flown shall be logged according to the provisions laid down in AMC1 FCL.050.

2.1 Format

- 1) Details of flights flown under commercial air transport may be recorded in an electronic format maintained by the operator;
- 2) For other types of flights in aeroplanes, helicopters and powered-lift aircraft, the pilot should record the details of the flights, which may be kept in electronic format, according to the approval of FOCA; and
- 3) For sailplanes, balloons and airships, ultralight, a suitable format, which may be electronic, approved by FOCA, should be used. That format should contain all relevant items and additional information specific to the type of operation.

Note: It is recommended to use different logbooks to record flight times in different aircraft categories.

2.2 The use of column 12 'REMARKS' of the pilot logbook

For a detailed description of this, follow GM1 FCL.050 'Recording of flight time'.

2.3 Principles

2.3.1 PIC time / logging

In general in both a practical and legal sense, **only one pilot may act as PIC** for any given flight. Some exceptions are listed below.

- The holder of a licence may log as PIC time all of the flight time **during which he or she is the PIC**;
- The applicant for, or holder of, a pilot licence may log as PIC time all solo flight time, flight time as SPIC and flight time under supervision **provided that** such SPIC time and flight time under supervision are **countersigned by the instructor**;
- 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;
- An Instructor or Examiner cannot count PIC hours for any time **occupying the jump seat**;
- 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;
- **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 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 and that such PICUS time is countersigned by the PIC;
- Where **Regulation (EU) No 965/2012** (Air Operations) 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**.

2.3.2 Logging of flight time for instruction and examinations

Type of Instruction / Check	Pilot / Student Pilot may log as	Instructor / Examiner may log as
Dual instruction	Dual	PIC & Instructor
Solo Instruction under supervision (SPIC)	PIC	None
Training flights with instructor acc.: <ul style="list-style-type: none"> - FCL.035 Crediting of flight time - FCL.060 Recent experience - FCL.800 Aerobatic rating - FCL.805 Sailplane towing and banner towing ratings - FCL.835 Basic instrument rating - FCL.905.FI Privileges and conditions - BFCL.160 Recency requirements - BFCL.215 Commercial operating rating - SFCL.115 Privileges and conditions - SFCL.160 Recency requirements 	Dual	PIC & Instructor
Refresher training with instructor acc. FCL.140.A, FCL.140.H and FCL.740.A	Dual	PIC & Instructor
Skill test, AoC and Prof Check for revalidation or renewal in ACFT	PIC*	PIC & Instructor
Skill test, AoC and Prof Check for revalidation or renewal in FSTD/FFS	Only FSTD time irrespective of PIC/COPI	Instructor (but no PIC or flight time at all)
HESLO	PIC	PIC**
OPNA / VABFP Art. 47 Mountain	Dual	PIC & Instructor
OPNA / VABFP Mountain Skill test, annex 5	PIC*	PIC & Instructor
OPNA / VABFP Mountain recurrent (MOR)	PIC*	PIC & Instructor
OPNA / VABFP Art. 50 HDF	PIC*	PIC & Instructor
OPNA / VABFP HDF Skill test, annex 7	PIC*	PIC & Instructor
OPNA / VABFP HDF recurrent, art. 50 (3)	PIC*	PIC & Instructor
LIFUS	COPI	PIC
OPC in a MP aircraft	COPI	PIC & Instructor
OPC or Line Check in SP aircraft	PIC*	PIC & Instructor
Line Check in MP aircraft	PIC or COPI	Instructor (but no PIC or flight time at all)

*) The Student Pilot may log the flight time as PIC as long as the Skill Test or Proficiency Check is passed. Otherwise the flight time must be logged as Dual.

***) May also be an experienced HESLO Pilot

2.3.3 Logging of flight time for normal operation

Type of flight in MP / SP MPO	1 st Pilot may log as	2 nd pilot may log as
Normal crew complement (two pilots*)	PIC	Copi
Augmented crew complement (thee pilots and/or more*)	PIC**	Copi**
Flight with safety pilot	PIC	None

*) Applicable even if two qualified PICs

***) Only the time at operating seat shall be logged

2.3.4 Logging of flight time for safety pilot

A safety pilot required according MED.B.001(2)(i) may log only the flight time in the event he/she has taken the controls.