



# FOCA GM/INFO

Guidance Material / Information

## Logging of Flight Time



## Flight Time Logging

Scope	Record and logging of flight times
Applies to	Pilots
Valid from	15 October 2025
Purpose	Compulsory / Information
Prepared by	R. Spörri and P. Huggler SBFP
Released by	F. Steiner
Distribution	Internal / External

## Log of Revision (LoR)

Date	Issue	Revision	Highlight of Revision
01.10.2018	1	0	First Issue
01.04.2024	2	0	New Issue
15.10.2025	2	1	Various updates

## Table of Contents (ToC)

<b>1</b>	<b>Introduction .....</b>	<b>1</b>
1.1	Terms and Conditions .....	1
1.2	Legal References .....	1
1.3	Purpose of this GM/INFO .....	1
1.4	Scope.....	1
1.5	Organisation / Operator Responsibilities .....	1
1.6	Definitions .....	1
<b>2</b>	<b>General.....</b>	<b>2</b>
2.1	Format.....	2
2.2	The use of column 12 'REMARKS' of the pilot logbook .....	2
2.3	Principles .....	2
2.3.1	PIC time / logging .....	2
2.3.2	Logging of flight time for instruction and examinations .....	4
2.3.3	Logging of flight time for normal operation.....	5
2.3.4	Logging of flight time for augmented operation.....	5
2.3.5	Logging of flight time for a safety pilot .....	5
2.3.6	LIFUS and Line Checks .....	5
2.3.7	Logging of Landings .....	5

## 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](https://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:  
AMC1 FCL.050 Recording of flight time
- 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 in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011 FCL.010.
- Furthermore, for operations according point 8.6 of Annex V to Regulation (EU) 2018/1139, one pilot amongst the flight crew, qualified as pilot-in-command in accordance with Annex I (Part-FCL) to Regulation (EU) No 1178/2011, shall be designated by the operator as pilot-in-command or, for commercial air transport operations, as commander.  
The operator shall only designate a flight crew member to act as pilot-in-command/commander if all of the following apply:
  - the flight crew member has the minimum level of experience specified in the operations manual;
  - in case of an MPA aircraft; holds an ATPL licence;
  - the flight crew member has adequate knowledge of the route or area to be flown and of the aerodromes, including alternate aerodromes, facilities and procedures to be used;
  - in the case of multi-crew operations, the flight crew member has completed an operator's command course if upgrading from co-pilot to pilot-in-command/commander.
- **PICUS 'Pilot-in-command under supervision'** means a **co-pilot** performing, under the supervision of the pilot-in-command, the duties and functions of a pilot-in-command. (This only applies to pilots holding a CPL/MPL licence for the purpose of obtaining an "unfrozen" ATPL license).

- **'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.
- **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 (Refer to [GMINFO FOCA Accepted Logbook Formats 20240201 \(4\).pdf](#) ) . All hours flown shall be logged according to the provisions laid down in AMC1 FCL.050.

### 2.1 Format

- 1) For all 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
- 2) 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.
- 3) Details of flights flown under commercial air transport may be recorded in an electronic format maintained by the operator;

**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

Generally, 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 PIC, 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 **occupies a pilot's seat and acts as an instructor** in an aircraft;
- The holder of an examiner 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;

- An Instructor or Examiner cannot count PIC/instructor hours for any time **occupying the jump seat**;
- An Instructor or Examiner cannot count PIC or total flight hours for any time occupying the IOS station in a FSTD. An Instructor or Examiner occupying a pilot seat in a FSTD may log time with due regards to the limitations of the FSTD certificate.
- A **co-pilot** may log as **PIC** flight time flown as **PICUS** when:
  1. The co-pilot is 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;
  2. Provided that the method of supervision is documented in the operations manual (OM), including the necessary qualifications and minimum experience required of a PIC responsible for this supervision.
  3. 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;
  4. 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

(columns below do not relate to L/H and R/H seat positions)

Type of Instruction / Check	Pilot / Student Pilot may log as	Instructor / Examiner in a pilot seat may log as
Dual instruction	Dual	PIC & Instructor
Solo Instruction under supervision (SPIC)	PIC	None
Training flights with instructor acc.: - 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	PIC or COPI	PIC (if at controls)/Instructor****
OPC or Line Check in SP aircraft	PIC*	PIC & Instructor
Line Check in MP aircraft	PIC or COPI	PIC (if at controls)/Instructor****

\*) 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

\*\*\*\*) PIC if it is the LIFUS phase as CMD

\*\*\*\*\*) An OPC or Line Check in MP aircraft shall normally be taken from the observer seat.

### 2.3.3 Logging of flight time for normal operation

Type of flight in MP / SP MPO	1 <sup>st</sup> Pilot may log as	2 <sup>nd</sup> pilot may log as
Normal crew complement (two pilots*)	PIC	Copi
Flight with safety pilot	PIC	None

\*) Applicable even if two qualified PICs

### 2.3.4 Logging of flight time for augmented operation

Each pilot shall log into his personal logbook:

- a) 2/3 of the total block time when augmented to 3 pilots
- b) 1/2 of the total block time when augmented to 4 pilots

This is valid for all different categories of time (i.e. Total Flight Time, Function Time PIC/COPI, IFR time)

Type of flight in MP	1 <sup>st</sup> Pilot may log as	2 <sup>nd</sup> pilot may log as	3 <sup>rd</sup> pilot may log as
Crew complement (1 CMD/ 2 F/O)	PIC	Copi*	Copi*
Crew complement (2 CMD/ 1 F/O)	PIC**	Copi	
Crew complement (3 CMD)	PIC	Copi**	Copi**

\*) PIC time when operating on LH seat as cruise relief pilot and holding an ATPL

\*\*\*) Only the time when operating on LH seat shall be logged as PIC, whereas the time on the same flight on the right-hand seat should be logged as COPI.

### 2.3.5 Logging of flight time for a safety pilot

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

### 2.3.6 LIFUS and Line Checks

#### LIFUS

LIFUS counts only as **instruction time** for TRI when conducting the first **four** take-offs and landings of the LIFUS program after ZFTT in the aeroplane under the supervision of a TRI(r) LIFUS or TRI unrestricted occupying the other pilot seat. The number of take-offs and landings may be reduced when credits are defined in the mandatory part of the operational suitability data established in accordance with Regulation (EU) No 748/2012.

#### Line Checks (acc. AMC1 ORO.FC.230)

Line checks are not counted as instruction time, hence **no instructor privileges according to FCL** are necessary to conduct such a check.

### 2.3.7 Logging of Landings

In respect of recency requirements acc. Regulation 1178/2011 Part FCL.60 only the **landings at control as PF are eligible**.

However, every take-off, approach and landing **in a MPA (CS25) certified aircraft** may be logged, due to the fact that for such an aircraft the crew complement must be two qualified pilots. In this case it should be noted as PF or PM.