



SERVICE BULLETIN: FCI-001

November 19th, 2023

SUBJECT: RECOMMENDED ANNUAL INSPECTION ITEMS FOR FLYING CLUBS

MODELS AFFECTED: All flying clubs.
DURATION: Every 12-months, perpetual.

Research has shown that flying clubs can benefit from performing regular inspections on themselves just as they do for their aircraft. The Flying Clubs Initiative has found the following focus areas need attention on an annual basis:

Operations

- Review bylaws and operations rules.
- Audit liability waivers to ensure all members have them filled out and that the language is still effective.
- Review hours flown by the club to ensure you are getting the most out of club aircraft.
- Check and advise if a change in the club fleet is prudent.
- Organize club files and documents. Scan and upload club documents to a shared drive to ensure longevity.

Members

- Ensure all members have up to date contact information, medical, flight review, and non-owned insurance information.
- Compile a club roster and keep it updated for your next insurance renewal.
- Inactive club members should be removed from flying status to make room for other flying members.
- Examine members for advanced signs of age. If beyond tolerances, consider alternatives.

Safety

- Compile FAASTeam *WINGS* transcripts from membership, submit to insurance company for savings on insurance premiums.

- Emergency preparedness plan: Establish. Appoint a public relations officer in club. Create action plans in the event of the unthinkable.

Social:

- Hold regular social events and aircraft/hangar clean-up days.
- Recognize members for outstanding service, most hours flown, etc.
- Work with other airport management, other tenants, and the local community to maximize positive awareness of general aviation.

Maintenance:

- Review ADs for compliance and organize logbooks for ease of use during aircraft annual.

Financial:

- Ensure treasurer position is properly seated and if a replacement treasurer is necessary, ensure proper training and transition of duties to new unit.
- File tax returns and annual reports—ahead of time.

Completion:

Inspection complete. Enjoy another year of happy flying with your club.