Aircraft Load Sheet Instructions

Fill out this form as follows:

1) Flight Number: Insert the Flight Number from the Airlift Dispatch Log
2) N-Number: write in the registration number that appears on the fuselage of the aircraft. US registered plane registration numbers start with the letter N. Example entry: N433RJ
3) Aircraft Make/Model: Write in the aircraft's make and model. Example entry: Cessna 182
4) Payload Weight Limit: Write in the payload weight limit from the Aircraft Load Sheet. The payload weight limit represents the maximum weight that the pilot can be assigned by this Aircraft Load Sheet. Density, shape, balance, and fuel constraints may limit a particular load in that plane to a substantially smaller weight. Note also that the Payload Weight Limit is equal to or less than the rated Total Useful Load of the aircraft minus the weight of avgas on board, minus the weight of the pilot and minus any other weights the pilot has in the plane. Example entry: 350 lb
5) Fuel on Board: Write in the amount of time that the pilot tells you the plane can fly with the fuel it has on board. For example, 4 hr 20 min. Take the pilot and the Aircraft Load Sheet to the Flight Operations Manager for a fuel discussion if there is 45 minutes or less difference between estimated flight time and the amount of time that the fuel on board is expected to last.
6) Pilot's Name: Write in the pilot's name. Example entry: Jane Doe
7) Pilot's Telephone #: Write in the pilots' cell phone. Example entry: 408 838 3333
8) Date: Write in the Date that the flight is expected to take place. Example Entry: 2021 July 4
9) Departure and Arrival Airport Name and ID: Fill out the name (not city) and airport identifier for that airport. Example Entry: Reid Hillview, KRHV
10) Estimated Departure Time: Write in the local time that the pilot says they will likely start the engine for departure. Example Entry: 2:00pm
11) Estimated Flight Time: Input the time the pilot estimates the flight will take. You can wait to fill this item in until after the pilot has agreed to make the flight and reported back to you how long the flight is estimated to take. Example Entry: 2 hr 35 min
12) Souls on Board: Write in the number of living people who will board the plane. Include co-pilot and anyone else who may be on the plane. Example Entry: 1
13) Form Prepared by: Write in your name. Example Entry: John Doe.
14) Pilot's approval. Have the pilot review the completed form, enter any missing information such as estimated flight time and fuel on board, correct any information that is wrong, and sign their approval here with a handwritten signature.
15) Remarks, Pilot Delivery Instructions: write in any additional information that may be helpful to someone reading the form for any reason. This is also where you write instructions for the pilot on what to do when he or she gets to the destination airport. Example Entry: On arrival at E45, pilot meets Joe Jones at the south ramp. Pilot texts Joe before departure with ETA at 916 525 5777. Send picture of signed Load Sheet to 408 838 3355.
16) Shipping Log or Service Req Number: Write down the Shipping Log number or Service Request number for this item from the Shipping-Receiving Log or Service Request Log, as appropriate. If there is no log, leave this item blank. Example entry: 45
17) Load Description or Passenger Name: Describe the load in a way that will be helpful if there is a follow up audit of what was shipped where. Example entry: Hand sanitizer box approx. 10" x 8" x 12". Example Entry: Roger Smith
18) HAZMAT: Place an "X" in this box if there are Explosives, Compressed Gases (eg aerosol cans), Flammable Liquids (eg alcohol, gasoline), Flammable Solids (eg lithium batteries), Corrosive Chemicals or Oxidizing Agents,

Toxic or Infectious Substances, Radioactive Materials or other items which may represent a hazard to the occupants or plane. Be sure the description describes the nature of the hazardous material, and make sure the Flight Operations Manager and pilot review the hazard and the packaging and both agree that transport will be safe. Example entry: X

19) Quantity: Write down the number of pieces of this particular line item. If quantity is more than 1, all items in the line must be identical in description and weight. Example entry: 5
20) Weight per unit: Write down the weight of each item in pounds in this line. All items must have the same weight to be grouped on a single line. 30
21) Extended Weight: Write down the extended weight of the group of items, ie, the number of pieces times the weight per piece. Example entry: 150
22) Load Received by: The person who receives the cargo at the final destination signs for receipt here.
23) Total Weight: Write in the sum of the weights of all the passengers, baggage, and cargo. Example Entry: 150 lbs
24) Copies: The form is designed to be printed in triplicate. the white copy goes on top. If triplicate versions are not used, and only a single sheet of paper is available with the form printed on it, then Flight Operations can keep its "pink" copy (the copy produced when the form is complete at the departure airport and is given to the pilot to load the plane) by taking a picture of the completed form with a cellphone with a good camera. When the pilot gets to the far destination, it may not be practical to return the signed form to Flight Operations, or, a yellow copy may not be available to give to the final customer. In this case, the pilot can take a picture of the Aircraft Load Sheet which the person receiving the load has signed. That person keeps the load sheet as their documentation, the picture is the pilot's documentation, and the pilot texts the picture back to Flight Operations for its documentation of the completed delivery.
25) Instructions for filling out a load sheet for a multi-leg flight with a single pilot: On occasion, Flight Operations will want to give a pilot loads for two or more airports at once. This can happen when none of the loads can fill an aircraft, when pilots are in short supply, and when a sequence of airports makes sense to do in legs rather than separate trips from the airport of origin. Follow these steps:
    a. Gather the Service Request Forms or Shipping Log entries for the loads you wish to consolidate in a single airplane.
    b. Figure out what is the most sensible order of airports to fly to.
    c. Starting with the last leg of the flight, fill out an Aircraft Load Sheet for that leg. Pick the next flight number from the Airlift Dispatch Log, for example, Flight 23. If this will be the third leg of the flight, the flight number for this flight leg will be 23c. Some of the items don't need to be filled in for this form because they will also be documented on the form for leg 23a. On this form's header, fill in these items: Flight Number, Fuel on Board, Departure Airport Name and ID, Arrival Airport Name and ID, Estimated Flight Time, Souls on Board, Form Prepared by, Pilot's Approval. Completely fill in the rest of the form.
    d. Then go to the next previous leg and fill out a load sheet for that leg. The flight number will be the next one before the previous one, in this example, 23b. Fill in the same items as in 25c) above. When you get to the Load section of the form, list the previous load sheet as a single line item in the load listing. In this case, the description would be Flight 23c Aircraft Load, and the extended weight would be the total weight from the previous load sheet. The other items in the flight that are to be offloaded at that airport get a single line item apiece just like in a normal load sheet.
    e. Then go to the next previous leg, if any and fill out a load sheet for that leg. In this case, it would be 23a. When you get to the first leg of the flight, fill in all of the items in the top half of the Aircraft Load Sheet per normal instructions. When you get to the lower half of the Aircraft Load Sheet, list the previous flight (in this case Flight 23b) Aircraft Load Sheet as a single line item with the Load Sheet's total weight as the extended weight. Note that the weight of the load in flight 23c is already in 23b, so you don't

need to separately list the 23c load as a weight in the lower half of the aircraft load sheet. In this way, no matter how many legs the flight will have, only a single load sheet for the following leg will be reference on the load sheet for the previous leg.

f. You will need to have the pilot help you fill out the estimated flight time and the starting fuel on board figures. If any of the legs show 45 minutes or less between starting fuel on board and estimated flight time, take the pilot to the Flight Operations Manager for a fuel discussion.

AIRCRAFT LOAD SHEET:

Flight Number _____ **Date** _____

N-Number _____ **Departure Airport Name (ID)** _____

Aircraft Make / Model _____ **Arrival Airport Name** (ID) _____

Payload Weight Limit (Less Crew and Fuel) _____ **Estimated Departure Time** _____

Fuel on Board (hr min) _____ **Estimated Flight Time (hr min)** _____

Pilot's Name _____ **Souls on Board** _____

Pilot's Telephone Number _____ **Form Prepared by** _____

Pilot's Approval _____

Remarks, Pilot Delivery Instructions:

Shipping Log or Service Req Number	Load Description or Passenger Name: (include pax baggage on separate lines w weight)	HAZMAT?	Qty each	Weight per Unit (pounds)	Extended Weight (pounds)
	LOAD RECEIVED BY:		**TOTAL WEIGHT**		

- White Copy - Pilot Returns this signed copy to the Flight Operations Manager
- Yellow Copy - Retained by person signing for load at the receiver airport
- Pink Copy - Retained by the Flight Operations Manager

TRIPLICATE COPIES – PRINT AND PRESS HARD WITH BALLPOINT PEN