Tampa Bay Aviation, Inc.
Safety Policies & Procedures

I. Record of Changes and Amendments

Revision	Date of Change	Nature of Change	Signature
Original	04-25-2015	Initial publication	PK
1	09-02-2017	Updated policies, full reprint	PK
2	2/5/2018	Para 7.4 revised procedure	PK
3	4/26/2018	Reformat to add rotorcraft procedures to document	PK
4	12/9/2018	Paragraph 7.4 amended	PK
5	02/11/2019	Paragraphs 1.1.1, 2.2.3, 2.2.6	PK
6	10/11/2019	Paragraphs 4.4, 5.2,	PK

List of Effective Pages

Page	***Revision***	***Date***
1	6	10/11/2019
2	6	10/11/2019
3	6	10/11/2019
4	6	10/11/2019
5	6	10/11/2019
6	6	10/11/2019
7	6	10/11/2019
8	6	10/11/2019
9	6	10/11/2019
10	6	10/11/2019
11	6	10/11/2019
12	6	10/11/2019
13	6	10/11/2019
14	6	10/11/2019
15	6	10/11/2019
16	6	10/11/2019
17	6	10/11/2019
18	6	10/11/2019
19	6	10/11/2019
20	6	10/11/2019
21	6	10/11/2019
22	6	10/11/2019

II. Overview

This manual is designed to provide operating rules and regulations for pilots of Tampa Bay Aviation. This manual will be required for any new student, renter, or flight instructor operating aircraft dispatched by Tampa Bay Aviation. This Standard Operating Practices (SOP) will cover safety, security, and general operating limitations of any pilot operating from Tampa Bay Aviation and will be the minimum standard by which operations must occur. The custodian of this document is the Director of Training and Safety for Tampa Bay Aviation, Inc. and any changes to this document will be routed through this office.

Any student pilot enrolled in a training course, or renter pilot flying at Tampa Bay Aviation, is required to comply with the following regulations and procedures, including all municipal, state, and Federal Aviation Regulations. Violations of any regulation or safety procedure may result in the immediate termination of flying status, renting and/or employment at TBA.

This handbook is **required reading** for all pilots, either rental customers or student pilots, at Tampa Bay Aviation. All student pilots will receive a copy of this handbook upon enrollment, and they will be asked to sign a statement which confirms they have read and agreed to abide by the following procedures.

In the case of contradicting information, FARs and the Aircraft's Flight Manual will override any conflicting statements regarding operation and safety in this manual.

In case of an in-flight emergency requiring immediate action, the Pilot in Command can deviate from any rule of Part 91 (FAR 91.3), the company policies, and maneuver procedure statements contained herein. This deviation must be reported to TBA management as soon as possible. Each pilot in command who deviates from a rule under FAR 91.3 shall, upon the request of the Administrator, send a written report of that deviation to the Administrator

A. Safety and Security

1. Above all, TBA requires that all pilots and students adhere to safety and security guidelines outlined in this document. The flight training security is tied closely to the security of the airport and the surrounding community. Pilots must be vigilant around the airport and not let anybody pass through security gates without the proper authorization. All pilots must clearly understand the airport operating agreement which is on display within the offices of TBA. All pilots must report any suspicious activity immediately to TBA or the airport manager. Additionally, smoking is not allowed within the airport property, offices, or within 100 feet of any aircraft, hangar, or fueling locations.

2. This manual also provides all of the information required by FAR 141.93 (a)(3)(i-x) regarding the following:

    - Approved Airports
    - Weather minimums
    - Starting and taxi procedures
    - Fire precautions and procedures
    - Dispatch/Redispatch Procedures
    - Aircraft discrepancies and return to service procedures
    - Aircraft securing procedures
    - Fuel requirements
    - Collision avoidance
    - Minimum altitude requirements
    - Simulated emergencies and landing procedures
    - Description of and instructions for assigned training areas

III. Operating Procedures

Dispatching Aircraft

1.1 Dispatch Procedures

1.1.1 Aircraft will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished. If the flight is to be delayed for any reason and the estimated time of arrival will be over-flown, dispatch personnel must be notified. Dispatcher must verify that maintenance personnel have signed off any maintenance issues in the remarks section of the aircraft discrepancy sheet and verify the remaining flight time for the aircraft does not exceed the time due for the next maintenance. The PIC has the ultimate responsibility for the airworthiness of the aircraft, but it is the dispatcher's responsibility to ensure the PIC has all the pertinent information necessary.

2.1 Dispatch Authorization

2.1.1 The following staff members are authorized to dispatch aircraft:

a. Normally all aircraft are dispatched to CFIs, student pilots and TBA customers through the front desk staff and all flights should be coordinated through them. TBA managers are authorized to dispatch aircraft when applicable.
b. Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned students.
c. **All flights where a student pilot is flying solo will be dispatched by a flight instructor who is present at the airport and familiar with the student's capabilities**.

2.2 Dispatcher Actions

2.2.1 Prior to any pilots renting aircraft from TBA the following documents must be on file with the front desk administrative personnel:

- A valid government picture identification
- Copy of a valid FAA Pilot Certificate
- Copy of a valid FAA Medical Certificate
- Completed Rental Agreement
- Customer's account is in good standing
- TBA aircraft check out current and FAA biannual review current

2.2.2 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.

2.2.3 Renter pilots and solo student pilots are required to fill out the TBA risk assessment sheet before being issued the aircraft logbook for their flight. This form is provided by the desk personnel and will be maintained there until the completion of that flight.

2.2.4 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Instructor's or Assistant Chief Flight Instructor's authorization.

2.2.5 **If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Director of Maintenance or Chief Instructor.**

2.2.6 Logbook and Key Control:

All renters who plan to rent outside of Tampa Bay Aviation's normal operating hours (8:30 am – 5:30 pm) will be provided with a code to the aircraft logbook box. The code will be provided to the customer through the comments section in their Flight Schedule Pro reservation. This code is not to be used by anyone other than the renter whose name is on the reservation. If the renter returns outside of normal operating hours, they are to return and secure the keys back in the aircraft logbook box, after recording the aircraft times in the aircraft dispatch book. If the desk staff is present when the renter returns, the renter may simply hand the book and keys back to the desk staff.

INSTRUCTION FLIGHTS: The CFI will be responsible to obtain the aircraft's key from the aircraft logbook box. This key will be maintained in the company key box labeled "A/C BOOKS" (bright orange label). If they return outside of normal hours, they will return the aircraft's key and book to the aircraft logbook box and secure the key in the company key box.

Aircraft Operations

3.1 Preflight Actions

3.1.1 Pre-flights will be conducted before all flights and all intermediate stops. These will be accomplished per the respective pilot operating handbook (POH). The use of the POH checklist for preflight, before starting the engine, starting the engine, run up and shut down procedure is mandatory.

3.1.2 The PIC shall ensure appropriate survival and safety equipment is on board for the intended flight environment as required.

3.1.3 The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated overwater beyond gliding distance from land.

3.1.4 ***Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then meet the fuel reserve requirements specified in FAR 91.151 for VFR flights or FAR 91.167 for IFR flights.***

3.1.5 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time during the flight, it appears the aircraft will not have at least a reserve specified in3.1.4.

3.1.6 Fixed winged pilots shall not operate to or from any unimproved or grass runways.

3.1.7 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.

3.1.8 The pilot will ensure that the aircraft will meet takeoff and landing performance distances of all runways of intended use.

3.1.9 The pilot will ensure that the aircraft will not exceed Weight and CG limitations for each leg of the flight.

3.1.10 Pilots will ensure loose items are secured prior to flight.

3.2 Helicopter procedures

3.2.1 All helicopters are required to have at a minimum the left door installed for solo flights, unless approved by the chief or assistant chief instructor. Operations with both doors removed may be conducted on dual instruction flights only.

3.2.2 Student pilots are prohibited from conducting off-airport landings, except in the event of an emergency or precautionary landing. All other pilots must have prior approval from the chief or assistant chief instructor.

3.2.3 Student pilots are prohibited from solo flight less than 800' AGL in flight regimes other than departure or landing from an airport. Dual flight will maintain a cruise altitude greater than 500' AGL at all times. Do not fly low over rivers due to wires. Always fly directly over towers to avoid wires.

3.2.4 Student pilots are not allowed to ground handle an aircraft without prior approval from an authorized TBA instructor. Ground handling within a hangar will be in the supervision of an instructor or other TBA personnel.

3.2.5 All solo flights will be conducted with the student pilot as the SOLE occupant of the aircraft.

3.2.6 While hovering, students and renters are required to maintain a safe altitude (one which avoids obstacles and allows for safe autorotation) at all times. **Solo student air taxi is not allowed.**

3.2.7 Flights above 6000 ft density altitude require permission from the chief or assistant chief instructor.

3.2.8 Students and renters are not permitted to allow ANYONE to operate or manipulate the controls while the aircraft is operating.

3.2.9 An appropriate checklist and Rotorcraft Flight Manual must be on board for every flight, the Rotorcraft Flight Manual must be complied with for every flight.

3.2.10 All pilots will adhere to fire safety procedures as follows:

a. No disposal of fuel on the ramp. All fuel must be disposed in the approved container inside the maintenance hangar.
b. Each helicopter that is equipped with a fire extinguisher must be present for flight.
c. Never land in tall dry grass. The exhaust is low to the ground and very hot; a grass fire could be ignited.
d. Do not use the engine priming system unless the outside air temperature is below 50 degrees. No more than 2 pumps of the primer in any situation
e. Exercise caution when priming the aircraft. DO NOT over prime. Students and renter pilots are required to notify an instructor or staff member if the aircraft does not start correctly.
f. In the event of a fire on startup, follow the Rotorcraft Flight Manual procedure and DO NOT attempt a second start. Report the event immediately to any TBA instructor, mechanic, or dispatch personnel.
g. Familiarize yourself with the engine and electrical fire procedures in the Rotorcraft Flight Manual
h. If not at KCLW, call the TBA office or your flight instructor for further instructions. Do not attempt to start the engine after using the fire extinguisher.

3.2.11 All pilots will hover at no less than 3 feet AGL, and no more than 5 feet AGL under normal circumstances.

3.2.12 Under no circumstances will a TBA pilot allow the edge of the rotor disc within 10' horizontally, or hover over aircraft, ground vehicles, buildings, or persons.

3.3 Helicopter maneuver guidelines

3.3.1 The following are intended to be a minimum policy on conducting dual training maneuvers for all helicopter pilots.

As per Robinson SN-38, autorotations will be limited to 4 consecutive autorotations.

(a) Straight in autorotation to a hover (on an airport)
   a. Minimum entry altitude 500ft AGL
   b. Initiate go around procedure if any one of the following occurs within 100' AGL:
      1. Turns not complete
      2. Target not reachable
      3. Airspeed not at acceptable range
      4. Descent rate too high
      5. Rotor RPM not in the green range

(b) 180 degree autorotation to a hover (on an airport)
   a. Minimum entry altitude 800ft AGL
   b. Airspeed and RPM within limits

(c) Make immediate power recovery if any of the following exist at or below 100' AGL:
   1. Turns not complete
   2. Target not reachable
   3. Airspeed not at acceptable range
   4. Descent rate too high
   5. Rotor RPM not in the green range

3.3.2 Full down straight in autorotation (on airport) – Conducted **ONLY WHEN CHIEF OR ASSISTANT CHIEF INSTRUCTOR ARE ON BOARD.**

3.3.3 Low to zero Airspeed or 360 degree autorotations:
(a) Minimum entry altitude 1500ft AGL

3.3.4 Simulated Engine Failures: NOTE: Prohibited unless approved by the Chief or Assistant Chief Instructor
   1. Ensure the collective in in the full down position prior to reducing the throttle.
   2. Hover autorotations are to be performed over suitable landing areas ONLY.
   3. No simulated engine failures below 1000 FT AGL, unless performed as a traffic pattern autorotation maneuver.
   4. Recommended autorotation airspeed must be established by 500 FT AGL.
   5. Intentions must be announced prior to beginning maneuver.
   6. Student must verbally acknowledge his preparation.

7. An announcement of "engine failure" must be made prior to initiation of the maneuver.
8. Under no circumstances shall the instructor initiate emergency procedure with a throttle chop. A controlled throttle reduction may be used with warning to the student.
9. Forced landings will not be initiated unless within normal autorotation distance to a forced landing area.

3.3.5 Settling with power;

(a) Minimum entry altitude is 1500 FT AGL.
(b) Initiate recovery no less than 1000FT AGL.

3.3.6 Stuck Pedals;

Only performed over suitable paved landing area.

3.3.7 Running landings;

Performed to suitable paved landing areas only.

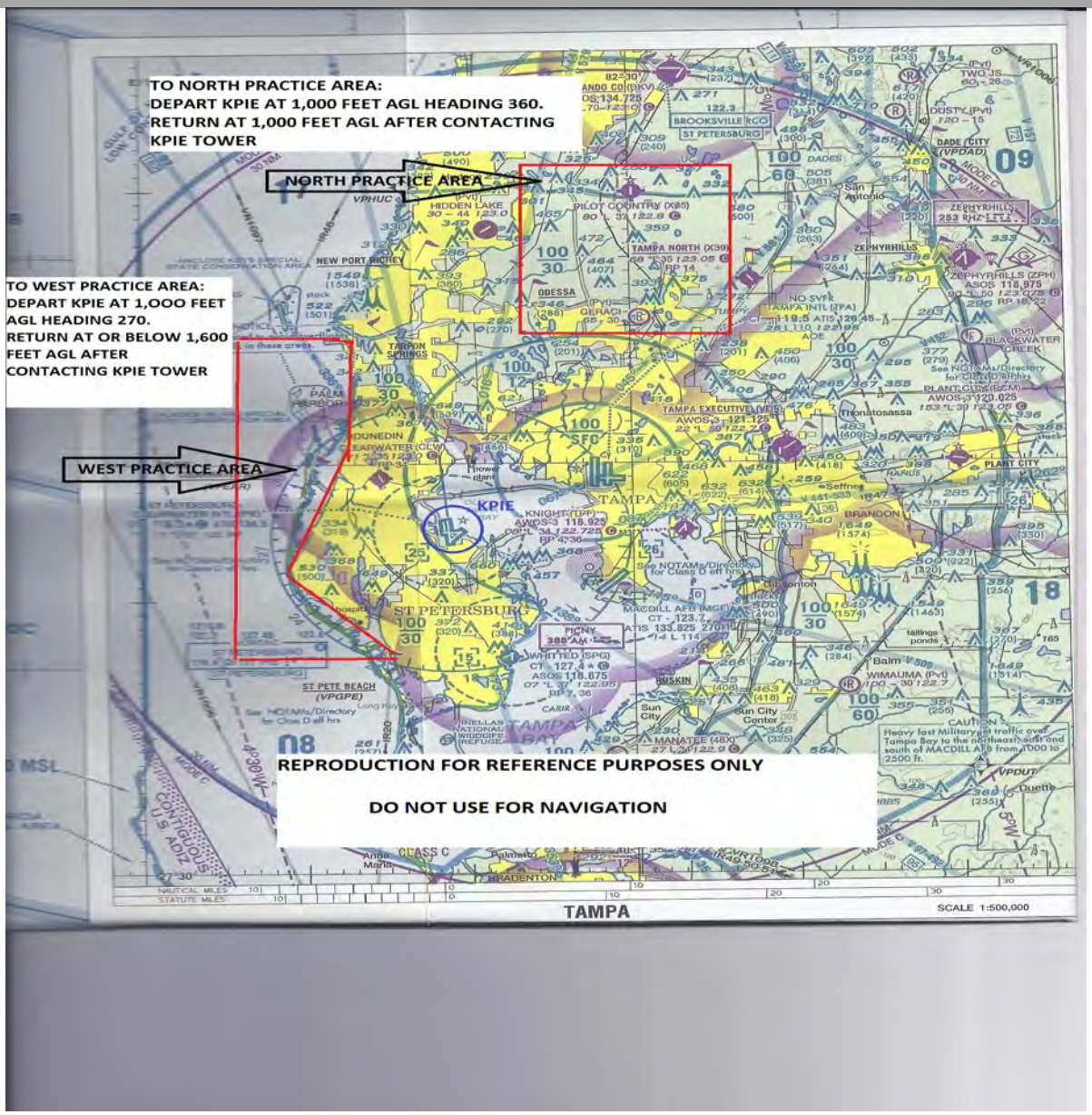
4.1 Description of Assigned Training Areas and Training Operating Procedures

The west training area is described by a boundary parallel to the west of the clearwater beach coastline, north to the southern tip of Anclote key and south to the northern tip of St Pete beach. Operations will be maintained between 1000 msl and 5500 msl.

The north training area is described as a 10 mile by 10 mile square box centered on coordinates " North 28 degrees 15.5 minutes and West 82 degrees 30.0 minutes". Operations will be maintained between 1000 msl and 2500 msl.

Authorized flight school training areas are depicted on the following page sectional.

Students will be instructed and evaluated by their CFI's before released to train in these areas. This training will include at a minimum the proper procedure for departing to and returning from practice areas as well as appropriate altitudes and communication responsibilities to be used for maneuvers in those areas.


TO NORTH PRACTICE AREA:
DEPART KPIE AT 1,000 FEET AGL HEADING 360.
RETURN AT 1,000 FEET AGL AFTER CONTACTING KPIE TOWER
NORTH PRACTICE AREA
TO WEST PRACTICE AREA:
DEPART KPIE AT 1,000 FEET AGL HEADING 270.
RETURN AT OR BELOW 1,600 FEET AGL AFTER CONTACTING KPIE TOWER
WEST PRACTICE AREA
REPRODUCTION FOR REFERENCE PURPOSES ONLY
DO NOT USE FOR NAVIGATION
TAMPA
SCALE 1:500,000

4.1.1 Transition between the airports and the training areas will be accomplished with an increase in situational awareness to reduce the hazards of collision avoidance.

4.1.2 For operations out of Clearwater Airpark(CLW) traffic pattern to the training areas, once departing the traffic pattern, climb to an appropriate altitude below 3000 msl, and proceed to training area.

4.1.3 When returning to Clearwater Airpark(CLW) upon departing the training area, maintain an altitude below the Class B shelf until you need to descend to enter the traffic pattern at 1000 feet msl.

4.1.4 Helicopters departing and returning to the CLW will maintain 600 feet msl to provide separation between fixed wing traffic.

4.1.5 While training within the North or West areas, pilots will monitor 123.0 to maintain awareness of the other traffic operating within, to or from these areas.

4.1.6 All helicopter students and instructors will use the locations listed above for training procedures whenever possible. Usage of other areas, for the maneuvers listed below, may be approved by the chief or assistant chief flight instructor for the applicable course:

a. **Hover Practice –** In the grass area on the north end of the KCLW and clear of the runway path. Avoid hovering on the south end of CLW due to driving range proximity. Hovering may also be performed at any field with a control tower given the area is permitted by ATC at the time and the instructor determines it is suitable and safe.

b. **Settling with Power –** Over unpopulated areas of the Pinellas beaches or over uncrowded golf courses or sport facilities with ample room for emergency landings without risk to people or property on the ground.

c. **Confined Area Operations –** In and out of the sling load area at KPIE.

4.2 Ground Operations

4.2.1 Airplane pilots will not taxi on surfaces where braking action or directional control is questionable.

4.2.2 Airplane pilots will not takeoff, or land on surfaces with standing water, snow, or ice.

4.2.3 ***Fire extinguishers shall be readily accessible during aircraft refueling.***

4.2.4 The PIC is personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.

4.2.5 Airplane pilots will use the designated tow bar to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the aircraft.

4.2.6 Pilots must park aircraft only in designated ramp area.

4.2.7 ***Aircraft will be tied down, chocked, or hangered at the end of each flight.***

4.2.8 The PIC will conduct a thorough safety briefing on ingress and egress procedures before any occupants' approach or depart aircraft with engines running.

4.2.9 During preflight operations, pilots shall treat all propellers as if the engine may start, pilots shall ensure:

- All passengers remain well clear of propeller areas
- Mixture is in the cutoff position
- Magnetos are off

4.3 Engine Starting and Taxiing

4.3.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Informational Manual.

4.3.2 Before starting engines pilots will turn on the anti-collision light or rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

4.3.3 Pilots must use caution to prevent damage as a result of propeller blast.

4.3.4 Pilots must be thoroughly familiar with **Engine Fire Procedures** listed in the respective POH during start. Pilots will additionally:

- Use caution not to over prime
- In case of engine fire during start, follow manufactures guidance; however, do not endanger themselves or their passengers
- Do not try to fight the fire if you have exited the aircraft

4.3.5 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports, before leaving the parking spot.

4.3.6 Pilots must use extreme vigilance when taxiing within 10 feet of an obstacle. Where available, pilots will use designated taxi lines to insure obstacle clearances.

4.3.7 Pilots shall not exceed 5 MPH taxi speed in congested areas.

4.3.8 Pilots shall announce their intentions on the appropriate frequencies, utilize scanning techniques and exercise vigilance during taxi to avoid other aircraft or vehicles.

4.4

Weather Minimums for Private Solo Flights	**Day VFR**
Solo SVFR	Chief Instructor Approval Only
Ceiling	2000 feet pattern / 3000 feet training area
Visibility	3 miles, 5 miles all other
Wind	Less than 15 knots
Gust Spread	No more than 5 knots
Solo Night VFR	**INDIVIDUAL BASIS ONLY, NIGHT VFR MINIMUMS**

Weather Minimums; the following weather minimums must be forecast for the duration of the proposed flight:

Helicopter training weather minimums are as follows:

Weather Minimums for Dual Flights*	**Day VFR**
Ceiling	1000 feet *
Visibility	3 miles *
Wind	Less than 25 knots
Gust Spread	No more than 15 knots
*Adverse weather training may be authorized under special VFR at KCLW.	Special VFR allowed for pattern flights only.
Dual	**Night VFR**
Ceiling	2000 feet *
Visibility	5 miles
Wind	Less than 20 knots
Gust Spread	No more than 10 knots

The fixed wing weather, duel training, minimums are described below.

4.4.1 Day VFR minimums for traffic pattern are 1,500 ft ceiling and 3 miles visibility. For the local area, 2500' ceiling and 5 miles visibility for all other flights.

4.4.2 Night VFR minimums are 2,500 ft ceiling and 5 miles visibility.

4.4.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater. At airports that do not publish these minimums, an acceptable alternate airport within 25 nautical miles that does meet the above criteria. (ie. KPIE would be 1500-3 for KCLW)

4.4.4 Renter and student pilots shall comply with maximum crosswind component data posted in the aircraft manual. Instructors may use their discretion during training flights.

4.4.5 Pilots shall not takeoff when the tailwind component exceeds 10 Knots.

4.4.6 Flight will not be initiated if surface winds are forecast to be greater than 25 knots and flights will be terminated as soon as practicable if surface winds exceed 25 knots.

4.5 Night Flight-Airplanes

4.5.1 The following maneuvers or conditions shall not be performed during night operations:

- Aerobatics
- Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
- Operations at airports without runway lighting

4.5.2 **Additionally, students in formal courses of training** will not conduct the following types of operations while flying night solo:

- Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction
- Simulated emergency training, to include forced landings, except to lighted runways
- Local VFR night flight, unless the pilot maintains visual contact with an airport approved for night operations or holds a current instrument rating
- Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls
- Land and Hold Short Operations (LAHSO)

4.6 Operations at Uncontrolled Airports

4.6.1 Pilots must abide by the following:

- Helicopter training will not be conducted with more than one helicopter in the traffic pattern at night at uncontrolled airfields.
- Avoid extended holding delays across the hold line or in takeoff position
- Student pilots flying solo will not perform straight-in VFR approaches to uncontrolled airports (*Note: This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF)*
- Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*
- Student Pilots may only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Flight Instructor
- Airplanes will not takeoff or land on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater
- Airplanes will not takeoff or land on runways less than 50 feet wide
- Pilots will overfly (500' Above Ground Level (AGL) minimum) all uncontrolled airfields with unknown runway surface or approach conditions before landing. (*Note:* Not applicable to actual instrument approaches.)

4.7 Minimum Altitudes

4.7.1 Pilot shall:

- Not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
- Not perform simulated forced landings unless required by a company approved syllabus
- Not descend below 500 feet AGL unless the aircraft is established on a stabilized approach
- ***Not descend below 500 feet AGL during practice simulated forced landings, except to approved runways***
- ***Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft.***
- Not conduct aerobatic maneuvers.
- Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

4.8 Multi-Engine Aircraft

4.8.1 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitudes recoveries, or simulated engine failures unless accompanied by a company instructor pilot approved for instruction in that Make and Model aircraft.

4.8.2 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes recoveries below 3,000 feet AGL.

4.8.3 Instructors shall not simulate engine failures on the runway at an airspeed greater than 1/2 V_{MC} and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

4.8.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended V_{SSE} or V_{YSE}, whichever is greater.

4.8.4 Instructors may demonstrate feathering of one propeller above 3,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.

4.8.5 Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.

4.8.6 Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

4.9 Other Restrictions

4.9.1 Pilots shall not:

- Conduct formation flights
- Use company aircraft for towing aircraft or banners
- Use company aircraft for parachuting or sky diving
- Use company aircraft for commercial purposes
- Takeoff with snow or frost on the aircraft
- Land on runways with snow or ice
- Conduct simulated emergency procedures unless a company instructor is on-board the aircraft
- Carry any hazardous cargo
- Attempt to takeoff if they have made an off-airport landing
- Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction
- Conduct contact approaches
- Hand prop any aircraft
- Perform intentional in-flight engine shutdowns, except as provided in 4.7.4

4.9.2 Airplane PICs shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

- Prohibited by the flight manual
- Weight and balance considerations dictate otherwise

- A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area
- The pilot is a flight instructor flying under VFR in the local training area
- The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks

4.10 Refueling

4.10.1 During the refueling of aircraft the pilot shall:

- Turn off all aircraft power prior to refueling
- Ensure cell phones are not used during refueling
- Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- Maintain the ground until fueling connections have been removed
- Not refuel if thunderstorms are present in the vicinity of the airport

4.11 Securing the Aircraft

4.11.1 Doors will be kept latched at all times.

4.11.2 Position the rotor blades slightly to the side of the tail boom before leaving helicopter on the ramp unless on the back grass/paved area.

4.11.3 Anytime the aircraft will be left unattended, the keys will be removed from the helicopter.

4.11.4 At the last flight of the day, the aircraft will be secured, on the pad or in the hangar, as required. This is the responsibility of the last pilot of the day.

Company Training Procedures

5.1 Training Prerequisites

5.1.1 Customers enrolled in any course will have all enrollment and foreign validation paperwork completed as required prior to commencing training.

5.2 Student Pilots

5.2.1 **Solo Student Pilots** shall not:

- Fly when the surface wind exceeds 15 knots
- Fly in the traffic pattern when weather is less than 2000’ Ceiling and 3 Miles Visibility

- Fly in the local training area when weather is less than 3000' Ceiling and 5 Miles visibility
- Fly Cross Country when the weather is less than 3500' Ceilings and 5 miles visibility
- Fly solo flights beyond 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87 (d) or (e) as applicable.
- Fly solo between the hours beginning 1 hour before Sunset and ending 1 hour before Sunrise unless required for an approved course of training
- Conduct simulated forced landings
- The following helicopter maneuvers are prohibited for renter or solo operators:
  - Quick Stops (Rapid Deceleration)
  - Slope Landings
  - Running Landings
  - Autorotations
  - Off Airport landings
  - Air Taxi of any type

5.2.2 The Instructor shall review student training cross-country routes to ensure they are within the approved airports listed in the respective TCOs. Only the Chief Instructor may authorize the use of other routes for Part 61 training courses.

5.2.3 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the start of all solo flights. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the Chief or Assistant Chief or Check instructor.

5.2.4 On the first solo cross-country flight, student pilots shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by their flight Instructor.

5.3 Collision Avoidance

5.3.1 During taxi, pilot should be looking outside the airplane, to the sides and front, to be aware of the entire area around the airplane. If there is any doubt of the airplane's ability to clear an obstacle the pilot will stop and ask for assistance to move it by hand.

5.3.2 In flight, pilots will exercise "see and avoid" as set forth in 14CFR Part 91. Pilots will maintain vigilance at all times regardless of whether the flight is conducted under IFR or VRF flight rules.

5.3.3 Clearing turns shall be performed before every in-flight maneuver. Pilots will be instructed in proper clearing turn techniques from the beginning of training. Instructors will insist upon the use of clearing turns throughout all phases of training.

5.4 Runway Incursion Awareness

5.4.1 All training courses will emphasize Runway Incursion Awareness. Pilots shall familiarize themselves, and have out, the relevant airport diagram at each airport of operation. Be continually aware of the location of other aircraft and ground vehicles on the airport movement area.

Flight Instructor Procedures

6.1 Chief Instructor Responsibilities:

6.1.1 Direct all flight training and checkout activities according to 14 CRF Parts 61, 91, and 141; and this manual

- Make customer/instructor assignments.
- Develop standardized flight check procedures.
- Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction.
- Stop any pilot from flying when, in the Chief Instructor's judgment, flight safety may be compromised.
- Any Assistant Chief instructors may conduct these duties when designated by the Chief Instructor but the Chief maintains responsibility for these duties.

6.2 Flight Instructors Responsibilities:

6.2.1 Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised.

- Act as PIC of the aircraft while conducting flight instruction.
- Maintain a valid FAA Third Class Medical Certificate.
- Assist the Chief Instructor, as required, in developing training and checkout procedures.
- Conduct training and checkouts according to this manual and applicable FARs.

6.2.2 Instructors will accomplish a review of and receive a briefing on the objectives and standards of any courses they instruct with the Chief, Assistant or Check Instructor. An initial proficiency check is required for each course and each make and model aircraft in which they will instruct.

6.2.3 Every 12 months after the initial check out, instructors must complete a recurrent proficiency check in one of the aircraft in which they are authorized to train in. This check may be conducted by the Chief, Assistant or Check Instructor. The testing instructor will determine what maneuvers will be performed and which aircraft will be used for those flights.

Maintenance Procedures

7.1 The Director of Maintenance Responsibilities:

7.1.1 Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives.

7.1.2 Establish a program of scheduled inspections, routine maintenance, and component overhauls, and develop a maintenance/inspection procedures manual according to FAA Advisory Circular 145-3.

7.1.3 Ensure current maintenance status is reflected in aircraft dispatch books.

7.1.4 Ensure all precision measurement tools are calibrated at least annually according to guidelines established in 14 CFR 145.

7.1.5 Maintain a technical library containing, as a minimum, the following:

- Aircraft, engine, and propeller service manuals
- Airworthiness directives, service letters, and service bulletins for each make and model aircraft maintained
- All applicable FARs and ACs (ex. FARs 23, 39, & 43; AC 43 Series)

7.1.6 Develop, conduct and document initial training for all company mechanics. As a minimum, this training shall include:

- OSHA Requirements
- Tool Control Procedures
- Maintenance Documentation
- Engine ground run/taxi procedures for each aircraft operated
- Familiarization with corrosion control procedures

7.2 100 Hour Inspections

7.2.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft

7.3 Overhaul

7.3.1 Aircraft components will be overhauled at the discretion of the Director of Maintenance in accordance with 14 CFR Part 91 subpart E.

7.4 Aircraft Discrepancies and/or Groundings

7.4.1 All discrepancies shall be documented on a squawk sheet and placed in the aircrafts dispatch book. The aircraft shall not be operated until the discrepancy is reviewed by Director of Maintenance or his designated representative. The process for reporting these discrepancies is as follows:

(1) When a discrepancy is discovered by the PIC, they will fill out the discrepancy sheet provided in the aircraft's dispatch book with a description of the discrepancy. If multiple discrepancies are discovered, they will each be written on their own separate discrepancy sheet.
(2) Discrepancy sheets will be reported to dispatch desk personnel who will inform maintenance. After hours discrepancies will be reported (call/text/photo) to the maintenance phone number provided in the dispatch book by the author of the discrepancy
(3) The discrepancy sheet is then placed in the aircraft's dispatch book where it will remain until final action is determined and completed.
(4) Maintenance determines appropriate action to either repair or defer the discrepancy. Discrepancies that do not affect airworthiness can be deferred by the director of maintenance or his designated representative by marking the discrepancy sheet deferred and adding notes on restriction if the discrepancy warrants restrictions.
(5) Once the discrepancy is corrected, the maintenance personnel will complete any necessary sign-offs on the Squawk sheet and place it in the completed squawks bin behind the dispatch desk for 14 days to give pilots a chance to review.

7.5 Maintenance Records

7.5.1 Logbooks entries shall be recorded in accordance with 14CFR part 43, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed and of all parts installed during the maintenance process.

7.6 Functional Check Flight (FCF)

7.6.1 FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the Director of Maintenance could:

- Alter the flight characteristics of the aircraft.
- Affect the navigation systems of the aircraft.
- Adversely affect the operability of aircraft systems and cannot be adequately ground tested.

7.6.2 Director of Maintenance or his designee will assign the most qualified instructor pilots to perform FCFs of aircraft being returned to service following maintenance.

7.7 Deferred Maintenance

7.7.1 The Director of Maintenance will be the final authority for approving those discrepancies that have been determined may safely be deferred until the next scheduled inspection.