

Columbia Flying Club Safety Policy Rev 1.0 12/2021

About the Safety Policy

The following are safety policies for the Columbia Flying Club. These policies have been developed to help maintain a safe flying culture for our club, pilots, instructors and aircraft owners. Any questions about this policy should be directed to the club's Chief Pilot.

About the Chief Pilot

Name: Jake Carter

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Chief Pilot Duties

1. Schedule and facilitate safety meetings, as required.
2. Track relevant FAA and NTSB safety data, alerts, and publications to provide proactive suggestions to help improve the safety of Flying Club operations.
3. Review Safety and Incident Reports.
 - a. Hold follow up conversations with members who submit reports.
 - b. Develop corrective action from each report to correct any safety concerns. This may include the development of new policies or require recurrent training with a club approved CFI.
 - c. Report safety concerns at Flying Club meetings.
 - d. Do not act in a punitive manner following review of safety reports, unless the issues go directly against FARs, club policies, etc. However, follow up conversations and actions to address concerns are encouraged.

Columbia Flying Club Safety Policies.

A. Currency Requirements

- 1) Pilot-In-Command (PIC) must be a member of the Columbia Flying Club.
- 2) Members must receive training and logbook sign off from an approved CFI before operating as PIC in any Columbia Flying Club Aircraft.
- 3) It is required by the Columbia Flying Club that each member of the club MUST fly with a Flying Club approved CFI every 12 calendar months to remain eligible to fly the Columbia Flying Club Aircraft.
- 4) A club member may be required to receive additional instruction at the request of any club approved CFI or Aircraft Owner.
- 5) A club member must maintain currency in tailwheel type aircraft with at least 3 (three) full stop taxi back landings in the preceding 30 days. Outside of 30 day currency, a member must fly with an approved instructor to become current.

B. Safety Meetings

The Columbia Flying Club puts on safety meetings for club members throughout the calendar year. Notifications of these meetings will come directly from the Flying Club Chief Pilot via emails and the schedule can also be found on the club website. It is required that any club member attend at least one of the monthly club safety meetings, or receive the same safety briefing from a club CFI at cost to the club member.

If you cannot attend safety programming put on by the Columbia Flying Club, meeting equivalent credits may also include-

- Any club safety meeting
- IMC/VMC club meeting
- Stall/ Spin avoidance and recovery.
- Mountain Flying Course
- AOPA Air Safety Institute Courses
- FAA WINGS presentation Courses
- 1 hour of ground school focusing on safety.

C. Safety and Incident Reporting

Sometimes things happen, we all know this. For the safety of the club members and our aircraft, it is important that we report any safety issues or incidents.

The purpose of the safety reporting program is to help improve safety throughout the entire club. This reporting system is not intended to punish those who submit reports, or those who may be included within the report. Columbia Flying Club maintains a non-retaliatory culture to encourage proper safety reporting.

Should you witness an incident that requires reporting, please do so within the first 24 hours. There are two separate forms that are available to submit.

Safety Report (Form 009): Members are encouraged to submit a safety report anytime they notice a potential hazard, see an incident occur, or are involved in an incident themselves. Whether it is as simple as a faulty door latch, repeated unsafe behavior by peer club members, or a bird strike, please file a report. Simply put, any hazard that can impact the safety of club members warrants the filing of a safety report.

Incident Report (form 010): Anytime that you are involved in or witness an operation that requires deviation from standard procedure warrants the filing of an incident report. For example, if an incident results in required maintenance or an anomaly occurs that requires usage of the emergency checklist, then members should file an incident report.

Please note, anytime an incident report is filed, a safety report should also be filed.

Safety Report and Incident Report forms can be found in the back of the Dispatch Binder and submitted via email or direct mail to the club safety officer. Directions can be found directly on the form themselves.

D. Weather Minimums – The following weather minimums are in place for Columbia Flying Club pilots

Student Pilots

- Dual – VFR Weather Minimums per the FAR.
- Solo Local – 5SM visibility, ceiling of 2,500 AGL or greater.
- Solo Cross Country – 7SM visibility, ceiling of 3,000ft AGL or greater.

Private Pilots

- Local – 3SM visibility, ceiling of 1,000 AGL or greater. (NO SVFR)
- Cross Country – 3SM visibility, ceiling of 1,500 AGL or greater. (NO SVFR)

Instrument Rated/Commercial/CFI Pilots

- Local – FAR Minimums
- Cross Country – FAR Minimums

Convective Activity Operations

- No operations within 10 miles of thunderstorms/convective activity.

E. General Safety Operations

Fuel Reserves – Although the FARs require pilots to plan for a 30 minute fuel reserve during VFR daytime operations and a 45 minute reserve for VFR nighttime operations or any IFR operations, Columbia Flying Club requires a 45 minute reserve for all VFR operations and a 60 minute reserve for all IFR operations.

Aircraft Documents – The following must remain in the aircraft at all times.

- Airworthiness Certificate
- Aircraft Registration
- Operating Limitations
- Operating Handbook
- Weight and Balance
- Flight Manual Supplements
- These documents are to remain inside the aircraft. Most of these documents or copies will be located in the Aircraft Documents Binder, as well as the Aircraft Dispatch Binder. The aircraft Documents binder must remain in the aircraft at all times.

Pilot Responsibilities

- Hot loading is STRICTLY PROHIBITED. *Hot loading is defined as loading or unloading of the aircraft when the engine is running.*

- Hand-propping is not generally an acceptable method of starting an aircraft with a dead battery. Hand propping is ONLY allowed if you have received the proper training and are approved by the club or hand propping. Hand propping allowance is aircraft specific. (Form 042; Hand Prop Training)

F. Additional Updates

- This area is reserved for additional content in subsequent revisions.
- You may submit to the Columbia Flying Club Chief Pilot recommendations and updates to any policies.

END

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