

## **STUDENTS**

### **Conduct**

You must comply with this FOM, and you are expected to conduct yourself in a professional manner. Independent Aviation Solutions may dis-enroll any student from training for any intentional violation of this FOM or for any gross misconduct.

### **Facilities**

You are welcome to use Independent Aviation Solutions' facilities as a place to study, whether alone or with your fellow aviation students (highly encouraged!) The adjacent commons area and conference room (if available) are excellent places for this. Areas within IAS that are off limits to students include the following:

- Flight Simulators, unless accompanied by a flight instructor or tutor
- Inside a maintenance hangar, unless escorted by a flight instructor

### **Attendance/No-Show Policy**

Tardiness, arriving unprepared, or not showing up at all are serious offenses. Airplanes, simulators, and your flight instructor's time are limited resources. These are scheduled for your training, and when you fail to honor the schedule you demonstrate extreme un-professionalism and disregard for your fellow students, your instructors, and IAS. Repeated violations are grounds for dismissal from flight training and forfeiture of your remaining balance.

You must arrive **NO LATER THAN 15** minutes prior to the start of your lesson (or 1 hour prior to the start of your checkride.) If you cannot make it during a scheduled time (e.g. you are sick), you must contact your instructor at least two hours prior to the start of the lesson block. Lessons can only be cancelled by the instructor.

Never assume the weather is bad enough to cancel until discussing it with your instructor (even for solo flights.) If it's safe to drive, come to the airport to meet your instructor in person at least 15 minutes before your lesson begins. Your lesson may be converted to ground or simulator training, or your instructor may consider it safe enough to fly dual.

If you consistently request to cancel your lessons your instructor will notify the Chief Instructor. Lack of progress due to inactivity may be grounds for dismissal from training.

If you are tardy (including being unprepared to begin a lesson on time), or you fail to show up, you will be subject to the following consequences:

- Loss of the airplane, simulator, or instructor to any student on standby
- 3RD offense: Placed on the "Do Not Fly" list until you meet with the Chief Flight Instructor (or management).

## **Training Records**

You must possess and maintain a flight logbook during all of your training at IAS. This is your official record of flight hours, currency, etc. and it will follow you your entire career. Ask your instructor if you have questions about recording your flight time. It is your responsibility to fill out your logbook neatly and accurately.

IAS will also maintain electronic flight training records of all your training activity. These will be held for at least one year after your training is completed per FAR 61, and they will be transferred to your hiring airline, if applicable, per the Pilot Records Improvement Act (PRIA). You may also request a copy of all your records upon graduation, termination of the program, or transfer to another school.

After successful completion of the final lesson you will receive a graduation certificate, signed by the Chief/Assistant Chief Instructor. This is an official document signifying course completion.

## **TSA Student Training Document Requirements**

To begin flight training IAS must verify that you are a US Citizen or you have TSA clearance.

## Weather Minimums

Weather Minimums for Dispatch				
<b>Student Pilots</b>				
	Visibility	Ceiling	Wind	Crosswind
First Three Solos	6 SM	2000' AGL	15 kts	5 kts
Traffic Pattern	6 SM	2000' AGL	15 kts	7 kts
Local Flight (25 NM)	7 SM	3000' AGL	15 kts	7 kts
Cross Country	10 SM	3000' AGL	15 kts	7 kts
<b>No Student Pilot Solo's with any Gust Factor</b>				
<b>Private Pilot</b>				
	Visibility	Ceiling	Wind W/ Gust	Crosswind
Traffic Pattern	6 SM	1500' AGL	20 kts	10 kts
Local Flight (25 NM)	6 SM	3000' AGL	20 kts	10 kts
Cross Country	6 SM	3000' AGL	20 kts	10 kts
<b>Private Pilot or Commercial Pilot with Instrument Rating</b>				
	Visibility	Ceiling	Wind W/ Gust	Crosswind
Flying VFR	5 SM	2500' AGL	25 kts	12 kts
<b>No Solo Flight into IMC</b>				
<b>Dual Instruction ( Instructor on Board)</b>				
	Visibility	Ceiling	Wind W/ Gust	Crosswind
Traffic Pattern VFR	3 SM	1500' AGL	30 kts	15 kts
Cross Country/Practice Areas- VFR	4 SM	2500' AGL	30 kts	15 kts
IFR Flight- VFR	3 SM	1000' AGL	30 kts	15 kts
Local IFR Flight	2 SM	800' AGL	30 kts	15 kts
IFR Cross Country	2 SM	800' AGL	30 kts	15 kts
IFR Flight with Auto Pilot, HUD, or Flight Director	2 SM	600' AGL	30 kts	15 kts
<b>Miscellaneous Requirements</b>				
Max Gust Factor	10 kts			
Convective Activity	No Operations within 30 NM			
Minimum Temperature	15°F			
Icing Conditions	No Flights into Icing			
Min Airport Runway Length	Cessna 172- 2500'	Piper Warrior/Archer- 2500'	Piper Arrow-2500'	
Min Airport Runway Length (Solo)	Cessna 172-3000'	Piper Warrior/Archer- 3000'	Piper Arrow-3000'	

## In Flight Emergency

Pilots experiencing an inflight emergency should exercise their Pilot in Command privileges to get the aircraft safely on the ground. Squawk 7700 and contact ATC on 121.5 if appropriate.

Pilots should also contact Dispatch on 123.3 if able. After landing record the details of the situation in case follow-up is required by the FAA, NTSB, or IAS.

## **Reporting**

IAS employs a Safety Management System (SMS) that includes comprehensive reporting and follow-up. (See Appendix E: PFC Aviation Safety Program Manual for more details.) Pilots who experience or witness a situation that could compromise safety (e.g. close call in the traffic pattern; mag switches found in the 'on' position; runway incursion) should report the incident using PFC's SMART. These reports are anonymous, and PFC uses them to compile data and/or establish new policies and procedures designed to enhance safety.

Pilots involved in a safety incident are also encouraged to use the Aviation Safety Reporting System (ASRS) facilitated by NASA. This is also an anonymous, non-punitive report used by the FAA and NTSB to enhance safety in the National Airspace System (NAS).

## **Pilot Deviation**

If Air Traffic Control asks a student to contact them by phone upon landing the student will write down the phone number, contact the controller, and listen to what the controller has to say. The student should note the controller's name and inform him/her that the incident will be reported to the Independent Aviation Solutions, LLC Chief Instructor, who will also contact the Air Traffic Controller for a briefing on the incident. Upon return to the flight school the student will submit a NASA (ASRS) form and retain a copy for his/her training file. Should a deviation be filed by the Air Traffic Controller this NASA report will provide protection for unintentional violation of an FAR. (Refer to Advisory Circular 00-46E and FAR 91.25 for more information on the process of filing and keeping proof of filing NASA report.)

The student and his/her instructor will review the incident with the Chief/Assistant Chief Instructor, and together they will develop a remedial training plan. This plan will be documented and must be adhered to. In most cases if there is follow-up action by the FAA this retraining plan will suffice, and the case will be closed.

## **Security Awareness**

Security is everyone's responsibility. Due to the ongoing potential threats to our country those who work at airports and flight schools should be on the lookout for suspicious activity. Security awareness implies that individuals take mindful and conscious measures to reduce the risks associated with suspicious behaviors that could lead to unlawful activity. Security awareness also assumes basic knowledge of what to look for and how to report suspicious activity. In today's world, it is better to question a situation than to wait for someone else to respond. To enhance the security at IAS a few rules have been implemented (note: these are derived from TSA guidelines):

If witnessing signs of suspicious behavior or activity take action by:

- 1) Questioning the individual if it seems safe doing so
- 2) Reporting the suspicious activity to a supervisor or one of the flight school managers
- 3) Contacting the General Aviation Hotline (800)-GA-SECURE or Transportation Security Operations Center at (703) 563-3240

## **Fuel Requirements**

Students and instructors will ensure that sufficient fuel is available to complete each flight. PFC requires its pilots to plan for the following minimum fuel reserves:

- VFR (Day or Night): Plan for sufficient fuel to reach the destination or a planned fuel stop, plus 1 hour
- IFR:
  - Always file an alternate regardless of the weather
  - Plan for sufficient fuel to reach the destination and the alternate, plus 1 hour.

Pilots should always monitor their fuel status in flight. If delays could result in excessive fuel burn below the planned minimums pilots should exercise their PIC prerogative and sound Aeronautical Decision Making (ADM) to land safely. Declaring minimum or emergency fuel with ATC are always available as options.

During cross country flights fuel may be purchased off station. Be aware that Jet A and 100LL fuel are NOT interchangeable fuels and the introduction of Jet A into our aircraft will result in an engine replacement for that aircraft at the very least, and could result in engine failure in flight. Airports will have different nozzles on the different fuel types. READ SIGNS CAREFULLY BEFORE FUELING.

Pilots should save all receipts and turn them in with the dispatch release. Additionally, they should retain a copy for their own records. Fuel purchased away from Base will be reimbursed up to the local retail fuel price on the day of purchase.

## **Weight and Balance**

The weight and balance form, including all information (such as aircraft performance and I'M SAFE), must be completed before being dispatched (see Dispatch Procedures above.) During the preflight inspection the pilot must ensure the aircraft's empty weight matches the number used on the form for calculations. This number is typically found in the POH Section 6: Weight and Balance.

A ballast may be required in the baggage compartment to avoid extreme forward CGs.

## **Preflight Inspection**

Each aircraft must receive a thorough preflight inspection before every flight. Refer to Aircraft Discrepancies and Return to Service above for inoperative equipment discovered during this inspection.

- No personnel should walk along the flight line or anywhere near other aircraft while using a cell phone. Cell phones are only allowed on the flight line for preflight purposes (e.g. ordering fuel; calling maintenance)
- Cross-check Hobbs and Tach times
- Students must carry and use the checklist for all preflight inspections
- A flashlight is required at night
- Do not touch the propellers until verifying the magneto switches are 'off'
- The following additional preflight procedures apply to cold weather operations:
- Wear gloves and a hat to avoid a hurried preflight in cold weather
- Disconnect the oil heater extension cord and wrap it neatly.
- Check the oil breather tubes for snow and ice buildup
- Preheat the engine(s) if outside temperature is below 32° F (n/a if the oil heater is plugged in, or the engine is warm from a previous flight)
- Remove all snow and/or frost before each flight

## **Taxiing**

- Do not perform a run-up in the parking area
- Do not taxi through a line of parked aircraft
- The airport diagram (paper or MFD) must be displayed for all taxi operations
- Taxi no faster than 15 knots along taxiways, and avoid excessive braking
- Taxi no faster than a walking pace in the parking area and near hangars
- Keep a close eye on both wingtips
- When in doubt of clearance stop the aircraft
- In the winter beware of snow banks on the edge of taxiways and runways that the wing may strike

## **Starting**

- Remove chocks before engine start
- Starting using external power:
- Follow POH procedures
- Only trained line service personnel or a trained pilot can unplug the external power receptacle with the engine running
- One pilot must remain at the controls
- Prior to start and taxi-out check behind the aircraft to ensure nothing will be damaged from the prop-wash
- Position the flight controls according to wind direction during taxi when wind speed exceeds 5 knots
- Come to a complete stop prior to entering any runway

- If crossing a runway make a radio call and watch for traffic
- Scan the base and final legs prior to entering an active runway for takeoff
- After landing taxi clear of the runway and stop. Perform the 'After Landing' checklist before continuing to the ramp

## **IN-FLIGHT PROCEDURES**

### **Runway Procedures**

Pilots must check density altitude and verify aircraft performance prior to operating on any runway. Minimum runway length is governed by aircraft performance chart results, or the minimums listed below, whichever is greater:

- Runway Length: 2500'
- For Touch and Go or Stop and Go operations the above lengths must be remaining prior to the application of takeoff power.
- Collision Avoidance/Traffic Pattern Procedures
- Perform clearing turns prior to beginning maneuvers in the practice area, and maintain a constant listening watch

The following traffic pattern procedures must be used to avoid a collision:

- Scan in all directions prior to any turn
- Switch on all lights within 10NM of the airport (day and night)
- Adhere to FAR 91.113 right-of-way rules
- Make standard radio calls, beginning 10NM from a non-towered airport when inbound
- Adhere to strict sterile cockpit rules; instruction might have to cease in order to hear the radios
- Solo student pilots will NOT perform Touch and Go landings

### **Minimum Altitudes and Simulated Emergency Landing Practice**

- Simulated emergency landings will be terminated no lower than 500' AGL unless over an airport.
- During simulated emergency landings avoid prolonged engine idle operations followed by rapid throttle advancement
- Advance the throttle slightly during simulated engine failures at least every 2nd turn, and then return to idle
- Advancing the throttle after simulated engine failure must be done quickly but smoothly
- Further restrictions for solo pilots include the following:
- Simulated emergency approaches to a landing at an airport are not authorized on solo flights
- Minimum altitude for ground reference maneuvers is 800' AGL
- Practice maneuvers must be completed at or above 2000' AGL (exceptions: ground reference maneuvers, simulated emergency landings, and maneuvering in the traffic pattern)

The following engine failure in flight checklist must be committed to memory:

**Airspeed - Best glide speed**

**Landing**

**Area – Find a suitable field and descend towards it Restart – Attempt.**

Check the following from left to right:

- Fuel Selector – ON
- Mags – Both
- Fuel Boost Pump – ON
- Mixture – Rich
- Carb Heat – ON
- Fuel Selector – ON
- Mags – Both
- Fuel Boost Pump – ON
- Mixture – Rich
- Carb Heat – ON

This checklist must be completed and signed by the applicant and his/her recommending CFI before a checkride can be scheduled. Give a copy of the signed checklist to the Chief Dispatcher.

Applicant Name: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Contact Information:

Phone # \_\_\_\_\_ Email: \_\_\_\_\_

- Form 8710-1 (IACRA.faa.gov.)
- For Private and Commercial students your Chief/Assistant Chief Instructor must associate the curriculum.
- For Private and Commercial students the date of your recommending CFI's signature must match the date of your logbook endorsements (e.g. 61.39 and 61.107)
- Signed School Graduation Certificate (For Private and Commercial students the date of your certificate must match the date on your FAA Form 8710-1 Block IIC3 "Graduate of an Approved

"I certify the above "Personal Records" checklist is complete and all records are current:"

Recommending CFI: \_\_\_\_\_

Applicant: \_\_\_\_\_