



# **Flight Academy Operations Manual**

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# **Pacific States Aviation – Flight Academy Operations Manual**

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## REVISIONS

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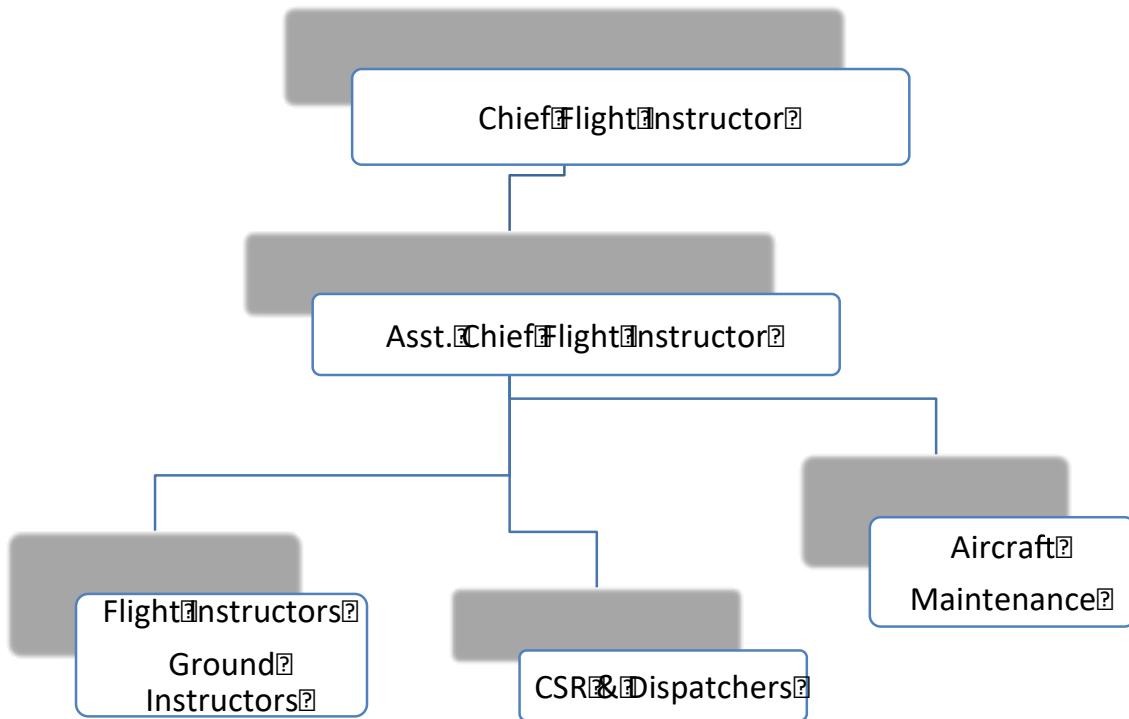
## **Chapter 1 - Introduction**

This operations manual has been prepared for the use and guidance of flight, ground and management personnel associated with Pacific States Aviation Flight Academy. Each part contains instructions and information necessary for the flight academy personnel to perform their duties and responsibilities with the highest degree of safety.

This manual outlines the flight operation procedures for Pacific States Aviation Flight Academy including provisions under 14 CFR Part 91, 141 and all other pertinent regulations. It is the responsibility of each flight crewmember to operate in accordance with the provisions of this document. Should any conflict occur between the contents of this manual and the compliance of any other applicable regulations, Federal Aviation Regulations will take precedence over other documents. However, company policy may in some cases be more restrictive in nature and, therefore, would take precedence.

The provisions of this manual apply to all personnel, including each person employed or contracted by the company for revenue flight training operations or non-revenue flights. The operations policies and procedures contained in this manual apply to all flight academy operations.

## Chapter 2 – Flight Academy Organizational Chart





## **Chapter 3 - General Policies**

### **3.1 Certificates Required**

- (a) All students/renters must, at all times, carry original
  1. Student Pilot License & Logbook / Pilot License
  2. FAA Medical Certificate
  3. Government Issued ID
- (b) All students/renters must comply with FAR 61.3; 61.17; 61.19.

### **3.2 Change of Address**

- (a) All students/renters must update their new permanent address with the FAA and Pacific States Aviation, Inc. within 30 days.
- (b) All students/renters must comply with FAR 61.60.

### **3.3 Equipment**

All students/renters at all times must carry following items while flying:

(a) Aircraft Bag:

1. Fuel sample cup
2. Fuel dipstick
3. Flashlight
4. Airplane POH and Avionics Manual
5. Screw driver
6. Tire pressure gauge
7. Sickness Bag

(b) Flight Bag:

1. Pilot's License
2. Medical
3. Sectional Chart
4. Airport Diagram
5. IFR Enrooted chart
6. IFR Approach Plates
7. Flash Light
8. Kneeboard
9. Airplane Checklist
10. Scratch Papers

- (c) All students/renters must be familiar with the location, condition and operation of the emergency equipment carried on board the aircraft as per FAR 91.513

### **3.4 Determination of Pilot In Command (PIC)**

- (a) It must be verbally decided, who is PIC during all phases of flights.
- (b) All students/renters must comply with FAR 91.3.
- (c) A student pilot may not act as PIC of an aircraft that is carrying a passenger.
- (d) The student/renter, renting the aircraft is responsible for the safety of flight.

### **3.5 Intoxicants, Medication and Illicit Substances**

- (a) No student/renter may act as a crewmember of a civil aircraft:
  - (i) Within 8 Hours after the consumption of any alcoholic beverage
  - (ii) While using any drug that affects the person's faculties in any way contrary to safety
- (b) Anyone found operating an aircraft or vehicle belonging to Pacific States Aviation, Inc. under the influence of drugs or alcohol might immediately lose renter's privileges from PSA and possible termination.
- (c) All students/renters must comply with FAR 91.17

### **3.6 Smoking**

- (a) Smoking is not allowed in any of
  - Pacific States Aviation, Inc. buildings,
  - in the airplane,
  - on the ramp area,
  - or in the hangars.
- (b) It is also against the law to smoke within 20 feet of a public building.

### **3.7 Financial Responsibilities**

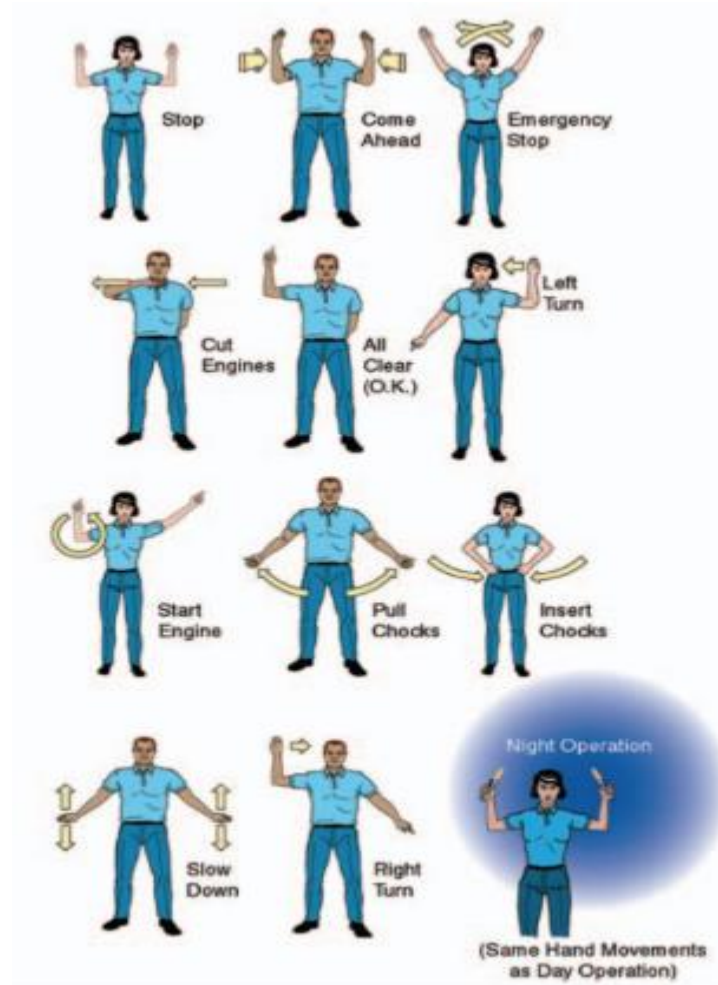
- (a) In order to access the scheduling system all PSA Pilots must have a credit card on file and a deposit on their account of \$500 minimum at all times.
- (b) If there are insufficient funds to pay for your activities, then your account will be locked. At that point to continue training you must pay off the balance. Moving forward there must be a new deposit made to bring your deposit back up to \$500.00.
- (c) In the event of non-payment or negative balance, your account may be locked and it may affect future rental services.
- (d) Membership fee of \$87 is paid every 3 months to keep your PSA flight member status active for training and rentals. No monthly payments. The charge will occur every 3 months, unless written notice is given to cancel membership to the Chief Flight Instructor.

### **3.8 Insurance**

- (a) All students/renters are required to carry renter's insurance prior to renting aircraft from PSA, at least but not limited to:
  - (i) Liability: \$250,000 each occurrence, \$25,000 each passenger
  - (ii) Medical Expense: \$3,000/passenger including crew
  - (iii) Physical Damage: \$20,000

## Chapter 4 - Ramp and taxi Operations

### 4.1 Marshaling Hand Signals



### 4.2 General Ramp Safety

The airport ramp has many hazards that must be considered by all personnel when walking to and from the aircraft. Be aware of the following hazards and follow these basic safety tips:

- Be aware of the aircraft anti-collision lights. If they are on, the aircraft may soon be in operation.
- Be aware of and stay away from spinning propellers or jet engine intake.
- Be aware of and stay away from the rear of an operating aircraft to avoid propeller blast or jet blast.

- When approaching the airplane with the intention of boarding, approach it from behind the airplane.
- DO NOT start the airplane with hand propping under any circumstances.
- Beware of tripping over the tie-down cables.
- Do not walk directly in front of the aircraft when approaching.
- Walk, **DO NOT** run.
- Keep your pilot gear organized and papers/charts secured. Wind and prop or jet blast can easily blow papers away.
- F.O.D. (Foreign Object Damage). Small debris can damage propellers and jet engines. If you see foreign objects on the ground such as pens, pencils, screws etc. pick them up when safe.
- Always escort your passengers to and from the aircraft. Explain the above safety practices to them. Keep your passengers safe and informed. Make sure their children are also in your direct supervision and escorted safely.

#### **4.3 Aircraft Tie-Down**

It is the pilot's responsibility to see that the aircraft is properly secured after every flight. This should include:

- All switches being in the OFF position.
- Make sure the Master Switch is OFF, Magnetos OFF and keys OUT.
- Controls secured.
- Aircraft tied down.
- Use the TOW BAR to push back.

In addition, never leave an aircraft unattended without being tied down and secured. If the aircraft is left unsecured (without the tie down) wind can cause it to move or shift which can be hazardous.

#### 4.4 Ground Operations - General Taxi Operations

- Before starting the aircraft, look 360 degrees around the aircraft for any people or hazards and yell “CLEAR” wait briefly for any response. Then engage the starter when safe to do so.
- The aircraft should be leaned for taxi according to the POH.
- Brake check should be performed as soon as the aircraft begins moving.
- Your taxi speed should be no faster than a brisk walk.
- Keep an outside watch for vehicles, aircraft, people and wildlife.

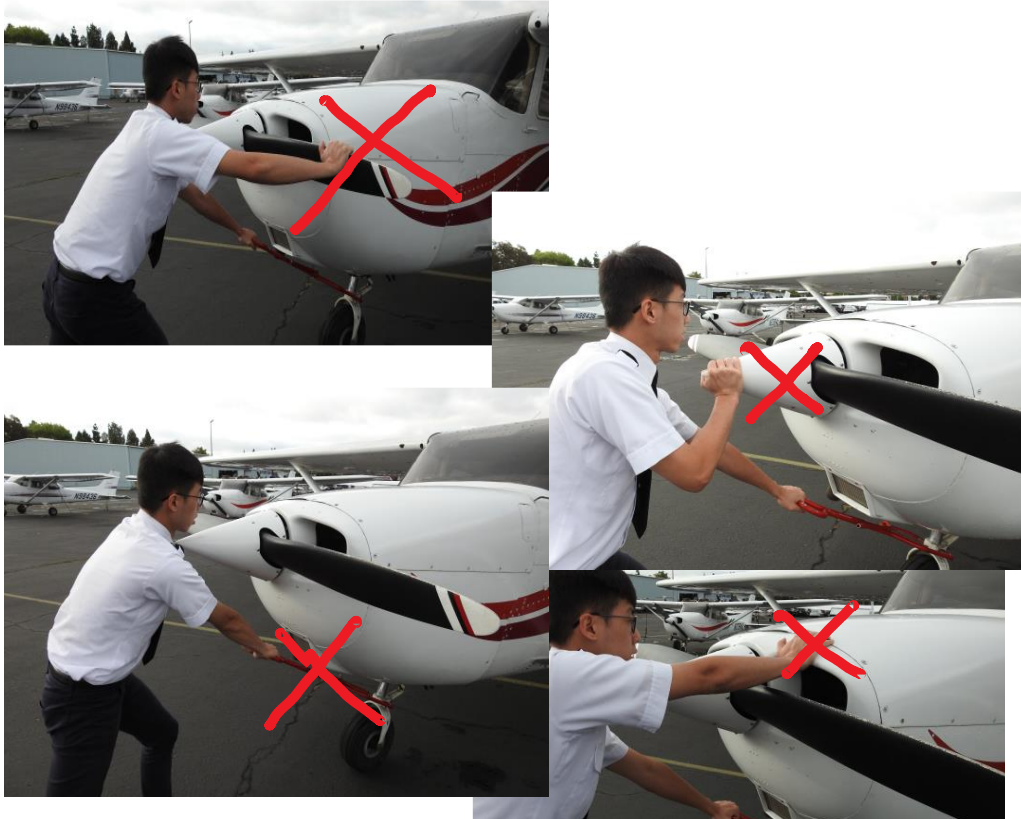
#### 4.5 Runway Incursion Avoidance Procedures

- Check NOTAMS and listen to ATIS. Note any taxiway/runway closures.
- Always refer to the airport diagram prior to taxi.
- Establish and maintain radio contact with ground control. Listen carefully and transmit clearly.
- Write down and read back the taxi clearance and any other instructions. Reference the airport diagram and have a clear understanding of the taxi route.
- Read back all runway hold short or crossing instructions.
- Understand airport signs, markings and lighting.
- Admit to ground control when you need assistance or are unsure of your position or instruction. **ASK FOR PROGRESSIVE TAXI.**
- Look both ways before crossing any intersection and beware of the HOT SPOTS.

## 4.6 Parking Procedures

- Use PSA assigned parking spaces when parking on the PSA flight school ramp.
- Do not taxi through the parking spot.
- Do not push, pull or swing the aircraft tail to park.
- When parking, stop and completely shut down the aircraft at a 45-degree angle to the centerline of the parking spot. Only use the tow bar to steer the aircraft into the parking spot.
- When using the tow bar, push on the propeller root with one hand and steer the tow bar with the other. The tow bar is for steering only, not pushing.
- Make sure all the doors are closed and secured before pushing the aircraft for parking.
- **DO NOT** push on the spinner or the cowling. These are not load bearing structures and you will damage them.
- Be cautious not to push the tow bar up into the cowling.
- Be aware of wing tip clearance and tail clearance with nearby aircraft and vehicles.

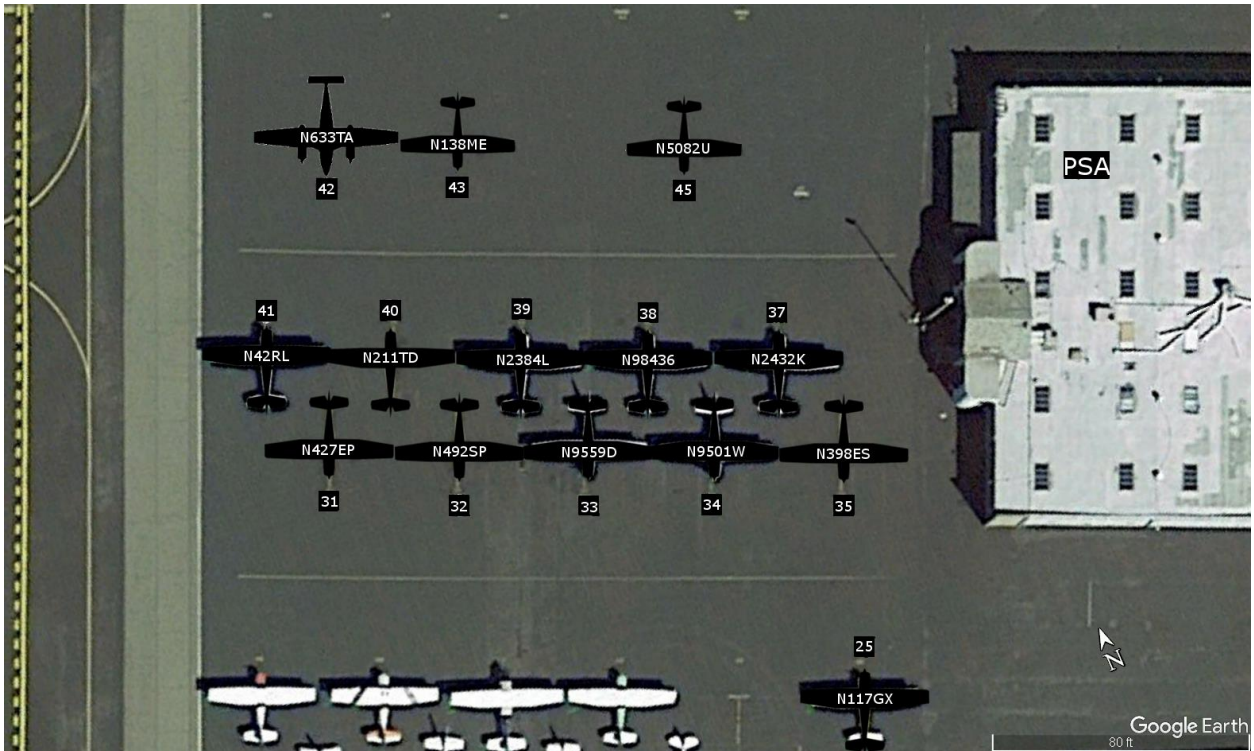
The following are examples of **WRONG TECHNIQUES** to push the aircraft





The following are examples of **CORRECT TECHNIQUES** to push the aircraft





#### 4.7 Starting and Taxi Operations

- PSA aircraft must be started using the appropriate checklist and procedure.
- All PSA pilots need to visually check the area around the aircraft and loudly yell “Clear” and wait for a response before engaging the starter.
- Immediately after taxiing forward out of the parking space, the brakes must be checked for proper operation. If a malfunction is suspected, the aircraft must be shut down immediately and the deficiency should be reported to dispatch.
- While taxiing within the PSA parking ramp, taxi speed should be slow. All pilots must maintain situational awareness and be aware of wing tip clearance, other aircraft, vehicles and people.
- During taxi, the flight instruments must be checked for proper operation.

## **Chapter 5 - Operational Policies**

### **5.1 Airport Security**

- Airport security is everyone's concern.
- You should not reveal the gate code to anyone.
- You must make sure the gate closes behind them. Also, do not let any stranger into the airport gate.
- If you see something suspicious, immediately report it to PSA dispatch.
- If you see an unknown person on the PSA ramp or near aircraft, you should kindly ask them what their purpose is for being there. Then you should immediately inform dispatch.
- If the unknown person is acting strange or suspiciously, do not engage with them, but instead get a good description of them and inform PSA dispatch, who will notify the proper personnel. If dispatch is closed at the time, call the Contra Costa Sheriff's Office at (925) 646-2441.
- If it is an emergency, call 9-1-1.

### **5.2 Flight Release Forms**

- Flight Release Forms must be filled out and signed before each flight and submitted to dispatch.

PACIFIC STATES AVIATION (10/13/2011)

**FLIGHT RELEASE FORM (for all type of flights)****PILOT INFORMATION:**

Pilot Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Passenger Numbers: \_\_\_\_\_ Pilot License: \_\_\_\_\_ Medical Current: \_\_\_\_\_

Passenger Names: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

A/C Type: \_\_\_\_\_

N \_\_\_\_\_

**AIRCRAFT CHECK:**

Weight &amp; Balance within limits for today's flight: \_\_\_\_\_ CG within limits for today's flight: \_\_\_\_\_

All required Inspections &amp; AD's are current: \_\_\_\_\_ Checked out on this Aircraft: \_\_\_\_\_

**TYPE OF FLIGHT:**

Home base Pattern Work: \_\_\_\_\_ Practice Area: \_\_\_\_\_ Other Airport: \_\_\_\_\_ Cross Country: \_\_\_\_\_

Schedule Departure Time: \_\_\_\_\_ Schedule Arrival Time: \_\_\_\_\_ Landing Airports: \_\_\_\_\_

Route of Flight: \_\_\_\_\_ Flight Plan Filed: YES / NO

Instructional Flight: \_\_\_\_\_ Recreational Flight: \_\_\_\_\_ Checkout Flight: \_\_\_\_\_ STDZ: \_\_\_\_\_ Company Flt: \_\_\_\_\_

**CURRENT WEATHER AT DEPARTURE AIRPORT:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

**DESTINATION WEATHER ON ARRIVAL:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

**NOTAMS/TFRS:**

I have verified all applicable weather information pertinent to my flight and take complete responsibility to preflight the aircraft as per manufacture instructions. I will verify the fuel and oil quantity to be adequate for my flight today. I take complete responsibility for the safety of this flight and aircraft.

Pilot Signature: \_\_\_\_\_

 Authorizing Instructor: \_\_\_\_\_  
 (only required for DUAL FLIGHT)

PACIFIC STATES AVIATION (10/13/2011)

**STUDENT PILOT - SOLO FLIGHT AUTHORIZATION FORM****STUDENT PILOT INFORMATION:**

Student Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Student Pilot Valid Until: \_\_\_\_\_

90 Day Endorsement Valid Until: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

A/C Type: \_\_\_\_\_

N \_\_\_\_\_

**SOLO LIMITATIONS:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ X-Wind Component: \_\_\_\_\_ Head Wind: \_\_\_\_\_

Any Additional Limitations/Endorsements: \_\_\_\_\_

Student's Flight Instructor Authorization: \_\_\_\_\_

**TYPE OF FLIGHT:**

Home base Pattern Work: \_\_\_\_\_ Practice Area: \_\_\_\_\_ Other Airport: \_\_\_\_\_ Cross Country: \_\_\_\_\_

Schedule Departure Time: \_\_\_\_\_ Schedule Arrival Time: \_\_\_\_\_ Landing Airports: \_\_\_\_\_

**CURRENT WEATHER AT DEPARTURE AIRPORT:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

**FORECAST WEATHER CONDITIONS:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

**DESTINATION WEATHER ON ARRIVAL:**

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

**NOTAMS/TFRS:**

I have completed and signed the FLIGHT RELEASE FORM and verify that above conditions are within my current solo limitations.

Student Signature: \_\_\_\_\_ Authorizing Instructor: \_\_\_\_\_

### 5.3 Pre-flight Procedures

- All PSA pilots must comply with **CFR 91.103 Pre-Flight Action.**
- All PSA pilots must complete and evaluate an appropriate weight and balance calculation and operate within the operating limitations of the aircraft.
- The PIC must check the aircraft status sheet to ensure all required tests and inspections have been complied with. Refer to the following CFR's:
  - 91.409(a) Annual Inspection,
  - 91.409(b) 100 Hour Inspection,
  - 91.411, and 91.215(b) Altimeter System and Altitude Reporting Equipment,
  - 91.413 ATC Transponder Tests and Inspections,
  - 91.207(d) ELT Inspection,
  - 91.207(c) ELT Battery Expiration/Replacement,
  - 91.171(a)(2) VOR Equipment Check, and
  - CFR 39.3 Airworthiness Directives.
- All PSA pilots should complete a thorough pre-flight inspection according to the appropriate checklist and procedure.
- If any airworthiness discrepancies are discovered during pre-flight inspection, they need to be written up per PSA procedure.
- PSA pilots should not operate the aircraft until they are satisfied that the aircraft is airworthiness and safe for operation.
- The PIC is responsible for obtaining a thorough weather briefing for the entirety of their flight. PIC should make a “go or no go” decision based on their personal minimums. If you are a student pilot (pre private) you must ensure the weather conditions will meet or exceed PSA's weather limitations.

#### 5.4 Aircraft Cleanliness

- No drinks are allowed on board by any PSA pilot or passenger except for secured water bottles.
- PSA pilots should collect and remove their trash after each flight.

#### 5.5 Crew Resource Management / Single Pilot Resource Management

- The Pilot in Command (PIC) is the final authority as to the operation of the aircraft.
- The PIC for any PSA flight is the pilot who signs the **Flight Release Form**, unless a Flight Instructor is on board. In that case, the Flight Instructor is PIC.
- When more than one pilot is on board, the PIC maintains their PIC responsibility and authority no matter who is manipulating the flight controls. All pilots on board should scan outside for collision and Controlled Flight Into Terrain avoidance. The pilots may share workload management duties such as reading checklists, managing navigation logs, communications, etc.
- When more than one pilot is on board, all must ensure that rules, regulations and company policies and procedures are complied with. If any of these are about to be violated or ignored, the other pilots on board **MUST** speak up and bring it to the attention of the PIC.
- **Sterile Cockpit:** When operating the aircraft on the surface, or below 1500 AGL, or any critical phase of flight, the concept of sterile cockpit will be maintained. **Sterile Cockpit** is the concept of refraining from non-essential activities or conversation when operating the aircraft on the surface or operating below 1500 AGL or any critical phase of flight.
- When a solo pilot signs the **Solo Flight Release Form**, the solo pilot is PIC.
- PSA pilots will always act professional and responsible. All pilots are required to maintain their aeronautical proficiency and knowledge.

## 5.6 Hobbs Meter Failure

- If the aircraft's Hobbs Meter becomes inoperative, you may be able to use the Tachometer (if installed) to calculate a total flight time. If the Tachometer is not available, the PIC should use clock time to their best judgment. However, Tach time runs at a slower rate than Hobbs time. As a result, a conversion must be done. The procedure is to multiply the Tach time by 1.3 to obtain the conversion. This will then be used as a Hobbs time replacement.

## 5.7 Hobbs Meter Recording

- When recording the numbers on the Hobbs meter, you **must** go with the higher of the two numbers. As in the below example, you are to write down 1.4, not 1.3.



## 5.8 Fueling Procedures / Self Fueling Procedures

- Aircraft fueling will take place on the PSA flight school ramp. The refueling request should be made through dispatch. Refueling will be performed by PSA line service personnel.
- The PIC is responsible for ensuring the proper grade and amount of fuel is received.
- After each refueling, or before each flight, the PIC will ensure that the fuel has been sampled and checked for proper color and contamination.



## Self-Fueling Procedures

- Park the aircraft in front of the self-serve fuel island. **USE EXTREME CAUTION.** Keep safe clearance from the aircraft and the fueling equipment.
- The airplane must be completely shut down.
- For safety reason no one can occupy the aircraft during refueling.
- At least one wheel should be chocked. The chocks are usually available at the fuel island.
- The aircraft must be grounded using the grounding cable. Attach the grounding cable clamp to an unpainted metal surface of the aircraft **except** the exhaust pipe or propeller. Wait for 2 minutes before refueling the aircraft.
- Use a ladder if available for refueling.
- When inserting the refueling nozzle into the fuel tank, do not insert too far as to puncture the bottom of the fuel tank (not more than 2 inches into the tank). Be sure to keep the metal nozzle in contact with the metal around the fuel tank port.
- Use caution when squeezing the fuel handle trigger. Start slow when fueling to ensure no spills occur, fuel may come out at a high rate and splash over into your face.
- When refueling is complete, sample the fuel as during normal pre-flight. Also visually check that all chocks, fuel lines and grounding cable are removed from the airplane and stowed in the proper location.
- Provide a printed receipt to dispatch upon return to PSA within 3 days of your flight.

## 5.9 Scheduling

- All flight scheduling is done through the PSA scheduling system or dispatch can help you schedule your activity.
- All rules and requirements from the PSA Pilot Renter / Student Agreement must be complied with.
- All PSA pilots will comply with the 24-hour cancellation policy.

- When scheduled for a flight lesson, PSA pilots will show up at PSA with enough time to prepare for the flight and start the lesson on time. For a local flight, the pilot is required to arrive 30 minutes before block out time. If the flight is a cross country, the pilot is required to arrive at least 1 hour prior to block out time.
- If the flight is to be cancelled within the 24-hour period, you MUST call PSA dispatch during normal business hours.

#### **5.10 Aircraft Maintenance Log Checkout by Pilot**

- When an aircraft maintenance log needs to be checked out, a request must be made to dispatch.
- Upon checkout of the aircraft maintenance log dispatch will have the pilot sign them out, at that point the pilot is responsible for the log.
- The aircraft maintenance log is not to leave the PSA building.
- After the aircraft maintenance log is reviewed, the pilot should return the aircraft maintenance log to dispatch.

## Chapter 6 - Emergency Procedures

### 6.1 General

- This section is a general guideline to help PSA pilots maintain preparedness for emergency situations.
- PSA pilots should periodically review emergency and abnormal procedures and maintain knowledge and proficiency.

### 6.2 Aircraft Incidents / Accidents

If an aircraft accident occurs, please refer to the following:

- Ensure all occupants of the aircraft are uninjured. Contact any appropriate emergency assistance for the injured by dialing 911 or contacting any appropriate emergency agency on 121.5Mhz.
- Contact one of the following PSA company officers:

Rashid Yahya	925 207-5676
Daniel Nieuwenhuis	707 319-5338
PSA Dispatch	925 685-4400

- Do not move aircraft wreckage.
- Do not talk to any members of the media. Only a PSA company officer will make any comments to the media.

### 6.3 Overdue Aircraft

If a PSA aircraft is considered overdue, please refer to the following:

- Contact one of the following company officers:

Rashid Yahya	925 207-5676
Daniel Nieuwenhuis	707 319-5338
PSA Dispatch	925 685-4400

## **6.4 Emergency Landing or Ditching**

- If an emergency landing occurs at an airport, exit the aircraft safely and stay at a safe distance from the aircraft then contact the airport authorities or call 911.
- If an emergency landing takes place off-airport, exit the aircraft safely and stay at a safe distance from the aircraft then call 911. NEVER attempt to takeoff from the off-airport location.
- In any case, notify PSA dispatch of what happened and where you are and what assistance you need.
- Ditching
  - If ditching in water, follow the procedures in the aircraft POH/AFM.

## **6.5 Fire Hazards / Fire on the Ramp**

- No smoking within 20 feet of any PSA building.
- No smoking within 50 feet of any fuel truck, self-serve fuel farm or aircraft.
- No smoking on the ramp.
- Improper starting procedures, such as excessive priming or pumping of the throttle, may cause raw fuel to accumulate and cause a fire hazard in the event of a backfire. If an engine fire occurs proceed as follows:
  1. Follow the appropriate checklist for the aircraft.
  2. If fire is extinguished, complete the appropriate checklist for the aircraft and exit the aircraft and advise PSA dispatch.
  3. If the fire persists, continue to follow the appropriate aircraft checklist, if able seek assistance from ground personnel.
  4. In any case, the aircraft must be inspected by a qualified mechanic to check for damage before the next operation.

## **6.6 Survival**

- After an emergency landing, inspect the aircraft for safety and security. (i.e. , check for fuel leaks.)
- Stay with the aircraft - wait to be rescued. If you must leave the aircraft to seek water, wood etc., do so when temperatures are mild.

- Activate ELT – The ELT can be turned on manually. You may attempt to transmit on 121.5 MHz using the COM radios. Try using your cell phone.
- Make a shelter - shade in the summer, windbreak in the winter.
- Drink your water - don't save it.
- Keep your clothes on - especially if it is hot. Protect your head, face eyes, neck, lips, etc. against heat/cold with clothing, dark glasses etc. Manage your resources, food, water, and physical activity.
- Think - the best survival tool is your brain.
- Use aircraft tires or other material for smoke signals. Make aircraft visible.
- Do your work (gather wood, build shelter etc.) at night or during mild temperatures, rest during hot day.
- In hot weather, try to keep off the hot ground by raising your shelter or use aircraft seats.

## **6.7 Intercept Procedures**

- PSA pilots should periodically review intercept procedures as shown in the Aeronautical Information Manual.
- If intercepted, PSA pilots must comply with the commands of the intercepting aircraft.
- After the completion of the intercepted flight, the pilot should contact dispatch. If after hours, notify dispatch as soon as practicable.

## Chapter 7 - Maintenance

### 7.1 Aircraft Airworthiness

- PSA aircraft should only be operated when all required inspections have been performed and properly logged in the aircraft maintenance log. It is the PIC's responsibility to determine that the aircraft is airworthy and safe for operation.
- Before every flight, the PIC will check the aircraft dispatch binder and ensure that all required inspections are current on the aircraft inspection status sheet. If it appears that any of the inspections have not been performed, do not fly the aircraft and notify PSA dispatch.

### 7.2 Mechanical Irregularities - Squawk Procedures

All or any maintenance, preventive maintenance, rebuilding and alterations will be performed by persons authorized as per FAR 43.3 and will follow additional performance rules for inspections as per FAR 43.15. The Director of Maintenance (DOM) or Chief Inspector will maintain all maintenance and inspection records.

A discrepancy is a fault with the **aircraft** requiring repair, but which does not affect the ability of the **aircraft** to be flown safely.

If a discrepancy occurs at KCCR airport:

- If available, locate a PSA flight instructor for guidance and discuss the problem.
- Any PSA pilot may write up a squawk. When writing the squawk, write clearly and carefully describe the discrepancy. The log becomes an official record and it is very important that the discrepancy is legible.
- If the problem can be repaired immediately, the aircraft may be re-assigned to you. If the aircraft requires prolonged maintenance, another available aircraft may be dispatched to you or you may re-schedule the flight for another time.

If a discrepancy occurs at an airport other than KCCR airport:

- Call PSA Dispatch and advise them of the problem.
- If an authorized mechanic is available at your location, have them evaluate the situation for you, then call PSA Dispatch to get authorization for repairs. PSA will NOT reimburse you for unauthorized repairs.
- If a mechanic is NOT available at your location, contact PSA Dispatch and advise them of the situation. PSA will not reimburse the pilot for cost incurred in trying to recover the pilot with another aircraft. If the pilot leaves the aircraft and arranges their own transportation home, then they will be responsible for later recovery of the aircraft.
- Under NO circumstances should the pilot attempt to repair the aircraft themselves.

**Squawk Procedure:**

- If an aircraft has an open discrepancy, it is grounded and considered unairworthy, until the discrepancy is corrected or deferred.
- To report any type of discrepancy, tires, radios, leaks etc. first discuss with a PSA flight instructor. Then fill out the discrepancy sheet.
- When filling out the discrepancy sheet, report only the facts and keep them clear, concise and understandable for maintenance.
- Submit the discrepancy sheet ONLY to dispatch. DO NOT seek out maintenance personnel directly.
- Use your discretion on grounding the aircraft. 14 CFR 91.213 (d) allows us to remove, deactivate and placard some items. If ever in doubt, consult with a flight Instructor and never compromise safety or the regulations.
- Only authorized maintenance personnel will remove or deactivate aircraft equipment.

### **7.3 Aircraft Status**

- The PIC will check aircraft binder prior to every flight to ensure all required inspections have been performed.
- The aircraft binder will also be checked for any deferred maintenance items.

### **7.4 Required Inspections**

PSA aircraft will not be flown unless the required inspections have been performed that are necessary for the flight, i.e. Day/Night, VFR or IFR.

- 91.409(a) Annual Inspection,
- 91.409(b) 100 Hour Inspection,
- 91.411, and 91.215(b) Altimeter System and Altitude Reporting Equipment,
- 91.413 ATC Transponder Tests and Inspections,
- 91.207(d) ELT Inspection,
- 91.207(c) ELT Battery Expiration/Replacement,
- 91.171(a)(2) VOR Equipment Check, and
- CFR 39.3 Airworthiness Directives.



## Chapter 8 - Reports / Forms

### 8.1 Flight Release Form

PACIFIC STATES AVIATION (10/13/2011)

#### FLIGHT RELEASE FORM (for all type of flights)

<b><u>PILOT INFORMATION:</u></b>  Pilot Name: _____  Instructor Name: _____  Passenger Numbers: _____ Pilot License: _____ Medical Current: _____  Passenger Names: _____	Date: _____  Time: _____  A/C Type: _____  N _____
---	--

<b><u>AIRCRAFT CHECK:</u></b>  Weight & Balance within limits for today's flight: _____ CG within limits for today's flight: _____ All required Inspections & AD's are current: _____ Checked out on this Aircraft: _____
--

<b><u>TYPE OF FLIGHT:</u></b>  Home base Pattern Work: _____ Practice Area: _____ Other Airport: _____ Cross Country: _____  Schedule Departure Time: _____ Schedule Arrival Time: _____ Landing Airports: _____  Route of Flight: _____ Flight Plan Filed: YES / NO  Instructional Flight: _____ Recreational Flight: _____ Checkout Flight: _____ STDZ: _____ Company Flt: _____
--

<b><u>CURRENT WEATHER AT DEPARTURE AIRPORT:</u></b>  Ceiling: _____ Visibility: _____ Wind: _____ Head Wind: _____ X-Wind: _____
--

<b><u>DESTINATION WEATHER ON ARRIVAL:</u></b>  Ceiling: _____ Visibility: _____ Wind: _____ Head Wind: _____ X-Wind: _____
--

<b><u>NOTAMS/TFRS:</u></b>   
--

<p>I have verified all applicable weather information pertinent to my flight and take complete responsibility to preflight the aircraft as per manufacture instructions. I will verify the fuel and oil quantity to be adequate for my flight today. I take complete responsibility for the safety of this flight and aircraft.</p>  <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">           Pilot Signature: _____         </div> <div style="width: 45%;">           Authorizing Instructor: _____            (only required for DUAL FLIGHT)         </div> </div>
--

## 8.2 Solo Flight Release Form

PACIFIC STATES AVIATION (10/13/2011)

### STUDENT PILOT - SOLO FLIGHT AUTHORIZATION FORM

#### STUDENT PILOT INFORMATION:

Student Name: \_\_\_\_\_

Instructor Name: \_\_\_\_\_

Student Pilot Valid Until: \_\_\_\_\_

90 Day Endorsement Valid Until: \_\_\_\_\_

Date: \_\_\_\_\_

Time: \_\_\_\_\_

A/C Type: \_\_\_\_\_

N \_\_\_\_\_

#### SOLO LIMITATIONS:

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ X-Wind Component: \_\_\_\_\_ Head Wind: \_\_\_\_\_

Any Additional Limitations/Endorsements: \_\_\_\_\_

Student's Flight Instructor Authorization: \_\_\_\_\_

#### TYPE OF FLIGHT:

Home base Pattern Work: \_\_\_\_\_ Practice Area: \_\_\_\_\_ Other Airport: \_\_\_\_\_ Cross Country: \_\_\_\_\_

Schedule Departure Time: \_\_\_\_\_ Schedule Arrival Time: \_\_\_\_\_ Landing Airports: \_\_\_\_\_

#### CURRENT WEATHER AT DEPARTURE AIRPORT:

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

#### FORECAST WEATHER CONDITIONS:

Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

#### DESTINATION WEATHER ON ARRIVAL:

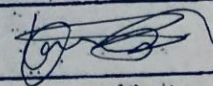
Ceiling: \_\_\_\_\_ Visibility: \_\_\_\_\_ Wind: \_\_\_\_\_ Head Wind: \_\_\_\_\_ X-Wind: \_\_\_\_\_

#### NOTAMS/TFRS:

I have completed and signed the FLIGHT RELEASE FORM and verify that above conditions are within my current solo limitations.

Student Signature: \_\_\_\_\_ Authorizing Instructor: \_\_\_\_\_

## 8.3 Sample Squawk write-ups.

Aircraft Discrepancy			
Pilot/Operator:			
N: 123 AB	Make/Model: C172S	<input type="checkbox"/> SOLO	<input checked="" type="checkbox"/> DUAL
Pilot/Operator: JOHN DOE		Certificate #: 9876543	
TACH: 3939.0	HOBBS: 9393.0	DATE: 12/18/2018	
Discrepancy: ONE DISCREPANCY PER SHEET PLEASE EXPLAIN IN FULL DETAIL			
OIL TEMP IN RED LINE DURING CLIMB-OUT.			
OAT : 25°C			
RPM : 2300			
A/S : 85 KNOTS			
Maintenance:			
Corrective Action:			
TROUBLESHOT, REMOVED AND REPLACED OIL TEMPERATURE GAUGE WITH NEW P/N-XYZ123 S/N- AB123. PERFORMED OPERATIONAL CHECK.			
<u>TOP GUN</u> Mechanic Name	<u>TOP GUN</u> Mechanic Signature	<u>12345 I.A.</u> Certificate Number	
<u>12/20/2018.</u> Date of Release		<u>4:30 PM.</u> Time of Release	
		DISPATCH RETURN TO SERVICE Date: 12.20.18 Time: 4:45 pm.  Signature	

## 4. Weight and Balance / Aircraft Performance

**WEIGHT & BALANCE / PERFORMANCE DATA**

ITEM	WEIGHT (lbs)	ARM (in)	MOMENT (lb-in)
Basic Empty Weight			
Front Seats			
Rear Seats			
Forward Baggage			
Aft Baggage			
<b>ZERO FUEL WEIGHT</b>			
Main Fuel _____ Gallons			
<b>RAMP WEIGHT</b>			
Fuel: Start, Taxi, Run-up			
<b>TAKEOFF WEIGHT</b>			
Fuel Burn _____ Gallons			
<b>LANDING WEIGHT</b>			

Altimeter Setting \_\_\_\_\_ Surface Wind \_\_\_\_\_ ° at \_\_\_\_\_ KTS

Surface Temp \_\_\_\_\_ °F \_\_\_\_\_ °C Headwind \_\_\_\_\_ KTS X-Wind \_\_\_\_\_ KTS

Pressure Altitude \_\_\_\_\_ ft Winds at \_\_\_\_\_ ft \_\_\_\_\_ ° \_\_\_\_\_ KTS

Density Altitude \_\_\_\_\_ ft Winds at \_\_\_\_\_ ft \_\_\_\_\_ ° \_\_\_\_\_ KTS

..... **PERFORMANCE DATA** .....

Takeoff Weight \_\_\_\_\_ lbs

Landing Weight \_\_\_\_\_ lbs

Rotation \_\_\_\_\_ KIAS \_\_\_\_\_ ° Flaps

Approach \_\_\_\_\_ KIAS \_\_\_\_\_ ° Flaps

Speed at 50ft Obstacle \_\_\_\_\_ KIAS

Dist \_\_\_\_\_ ft ROLL / \_\_\_\_\_ ft TOTAL

Dist \_\_\_\_\_ ft ROLL / \_\_\_\_\_ ft TOTAL

Arrival Runway \_\_\_\_\_ / \_\_\_\_\_ ft

Departure Rwy \_\_\_\_\_ / \_\_\_\_\_ ft

Best Glide Airspeed \_\_\_\_\_ KIAS

ROC at \_\_\_\_\_ ft = \_\_\_\_\_ ft/min

V<sub>A</sub> \_\_\_\_\_ KIAS at \_\_\_\_\_ lbs

..... **MULTI-ENGINE DATA** .....

Single Engine (S.E.) Rate of Climb at \_\_\_\_\_ ft = \_\_\_\_\_ ft/min

Accelerated/Stop Dist \_\_\_\_\_ ft

S.E. Absolute Ceiling \_\_\_\_\_ ft

S.E. Approach Speed \_\_\_\_\_ KIAS

S.E. Service Ceiling \_\_\_\_\_ ft

## Chapter 9 - Flight Crew and Rental Policies

### 9.1 Rental Agreement

#### Pilot Renter/Student Information

Name: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

Cell Phone: \_\_\_\_\_ Home: \_\_\_\_\_

Email Address: \_\_\_\_\_

Pilot Certificate No. \_\_\_\_\_ PPL – CPL – IR – ATP – CFI

Date of Birth: \_\_\_\_\_ Driver License No. \_\_\_\_\_

Medical Certificate Examination Date: \_\_\_\_\_ Class: \_\_\_\_\_

Flight Review Date: \_\_\_\_\_ Instrument Proficiency Date: \_\_\_\_\_

Insurance Policy No: \_\_\_\_\_ Date: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Contact Number: \_\_\_\_\_

#### ***For Office Use Only:***

Copies were made of Pilot Lic: \_\_\_\_\_ Medical: \_\_\_\_\_ ID/DL: \_\_\_\_\_ Passport: \_\_\_\_\_ Insurance: \_\_\_\_\_

Approved to fly:

<u>TYPE OF AIRCRAFT</u>	<u>DATE OF CHECKOUT</u>	<u>INSTRUCTOR</u>	<u>HOURS FLOWN</u>
<b>Cessna 172</b>	_____	_____	_____
<b>Cessna 152</b>	_____	_____	_____
<b>RemosGX</b>	_____	_____	_____
<b>Simulators</b>	_____	_____	_____
_____	_____	_____	_____

On each flight made by me of subsequent to this date, in aircraft owned or operated by the Pacific States Aviation (PSA), I agree to comply with the following terms, conditions and requirements.

1. Renter/Student will inspect and make a thorough ground check (pre-flight inspection) of the aircraft and its equipment, accessories, and supplies (fuel and oil) before each takeoff, and will not operate the aircraft until the Renter/Student is satisfied as to its adequacy, airworthiness, proper functioning, and safe for operation.
2. Renter/Student will return the aircraft at the agreed time, weather and aircraft operation conditions permitting, and will return it in the same condition that it was received.
3. Renter/Student will properly secure the aircraft after each flight as per the company procedure.
4. Renter/Student will use the aircraft only for the flight training purposes and will not use the aircraft for hire or for commercial operations.
5. Renter/Student will not permit anyone else to operate or fly the aircraft or to occupy the pilot's seat while operating or flying the aircraft except when instructed by a Certified Flight Instructor. Renter/Student will not receive any flight instruction from a Flight Instructor not approved by the PSA.
6. Renter/Student will complete and evaluate an appropriate "weight and balance" calculation and operate within the operating limitations of the aircraft.
7. Before checking out the aircraft from PSA dispatch Renter/Student will complete PSA's 'Flight Release Form' and sign it.
8. All overnight flights and any aircraft reservations over 3 hours on schedule (except flight training) will require approval from the Chief or Assistant Chief Flight Instructor.
9. Renter/Student will obtain and evaluate appropriate weather reports and forecasts immediately <sup>[L]</sup><sub>[SEP]</sub> before any flight and for each "leg" thereof. Renter/Student will operate the aircraft as per his/her pilot certification privileges and limitations.
10. Renter/Student will use the FAA's "RADAR Flight Following" services on all cross country <sup>[L]</sup><sub>[SEP]</sub> flights where such services are reasonably available, convenient, and appropriate.
11. Renter/Student will observe and comply with all Federal, State, City and Local regulations and <sup>[L]</sup><sub>[SEP]</sub> the appropriate instructions of competent authorities,

domestic or foreign.

12. Renter/Student will fly only in “daylight” unless night current as per the FAR’s.
13. Renter/Student will land only at paved airports with operating lengths of 2,500 feet or more <sup>[L]</sup><sub>[SEP]</sub> except in emergency situations or with prior approval from PSA.
14. Renter/Student will not attempt operations in or out of airports at or above 3,500 feet field elevation unless PSA’s Certified Flight Instructor has trained Renter/Student, logged instruction and approved for operations at high-density altitudes.
15. Renter/Student will assure that adequate fuel, oil, and other supplies are on board the aircraft in <sup>[L]</sup><sub>[SEP]</sub> sufficient quantities for the intended flight including appropriate reserves.
16. No drinks are allowed on board by the Renter/Student and passengers, except for secured water bottles. After parking the aircraft make sure to collect your own garbage so the next Renter/Student can have a clean aircraft to fly.
17. Renter/Student will not make any attempt to start the aircraft by hand propping.
18. Renter/Student or any passenger will not enter or exit the aircraft when the engine is running and the propeller is spinning. Before entering or exiting the aircraft Engine should be completely turned off with keys out of the ignition switch and master switch off.
19. Except in emergency, Renter/Student will not perform or allow anyone else to perform any maintenance, repair, or work on the aircraft without the express consent of PSA.
20. Renter/Student agrees to report all accidents and incidents, major or minor, to the PSA <sup>[L]</sup><sub>[SEP]</sub> immediately. In the event of an accident or incident, Renter/Student will not move the aircraft unless directed to do so by PSA, competent authority, or if reasonable required in the interest(s) of the safety of occupants and others.
21. Renter/Student will always have his/her current FAA Medical Certificate, a FAA Pilot Certificate and government issued ID in his/her possession at all time when operating the aircraft. Flight review log Entries and



- recency/currency flights will be logged appropriately to legally and safely operate a flight.
22. Renter/Student agrees to accept personal responsibility and pay for any loss or damage to the aircraft while in his/her custody which is not covered by insurance. Except for “illegal” activities, his/her liability will not exceed \$2500 USD for airplanes for all damage covered by insurance.
  23. Renter/Student agrees to pay any landing fees or overnight parking fees directly to the third party.
  24. Renter/Student agrees to indemnify and hold PSA harmless from any and all loss, costs, damages, Attorney fees and/or liability resulting from his/her use of the aircraft.
  25. Renter/Student agrees to properly log hobbs and tach time in aircraft log sheets for each flight.
  26. Notwithstanding any of the foregoing, Renter/Student recognizes and accepts personal responsibility for the safe completion of any and all flights to the degree that this responsibility is within his/her control.
  27. Any violation of the above rules, policies and FAR’s will void this agreement immediately and Renter/Student renting and training privileges.
  28. See Exhibit – A for other fees and charges.

*I \_\_\_\_\_, have read and understand the preceding Pacific States Aviation terms, conditions and the requirements. I agree to abide by all Pacific States Aviation rules and Federal Aviation Regulations.*

*Renter/Student Signature:\_\_\_\_\_ Date:\_\_\_\_\_*



## EXHIBIT – A

We hate to implement policies, fees & charges but to operate our business for you efficiently, respect and value each other's time and effort we believe it is fair for all of us to agree on the following policies and charges. Thank you.

### **No-Show Charge:**

NOT SHOWING UP for any of your flight or ground activity or rental reservation will result in a 100% charge of the aircraft/simulator and instructor's reserved time and a \$50 no-show fee.

*For example: If you are scheduled for 2 hours of dual flight and you don't show up then you will be charged 2 hours of that airplane rental plus 2 hours of instructor time plus \$50 no-show fee.*

### **Cancellation Policy:**

If you cancel a flight/ground activity or rental reservation 24 hours in advance of the time scheduled then there will be no charge for cancellation.

If you DO NOT cancel your flight/ground activity or rental reservation 24 hours in advance of the time scheduled then you will be charged 50% of the aircraft/simulator and instructor's reserved time.

### **Late Arrival for the Schedule:**

Your reservation may be cancelled if you show up 15 minutes after your scheduled time and you will be charged 50% of the aircraft/simulator and instructor's reserved time.

### **Late Return of the Aircraft:**

Please return your aircraft as per the schedule to prevent delays for the next flight. Returning the aircraft late will result in a \$50 late fee. If the late return of the aircraft results in cancellation of the next flight then you will be charged for the aircraft/simulator and instructor's reserved time.

*If it is an instructional flight then your Instructor will be responsible to provide his/her reasoning to Chief Flight Instructor for their late arrival.*

### **Aircraft Parking:**

Upon your return, please make sure to park the aircraft in its assigned parking spot. If you park the aircraft on any other spot then assigned for that aircraft you will be charged a \$35 re-positioning fee.

### **Aircraft Keys:**

Upon returning the aircraft to dispatch or in the drop box please make sure to return the aircraft keys in the binder/drop box. If for any reason we don't find the aircraft keys (may be you took the keys with you or lost them) and the next flight is delay or cancelled you will be charged a \$50 fee.

We understand that sometimes-extraordinary circumstances present themselves and make it impossible to arrive on time for a flight/ground activity or to return an aircraft back in time. In the event of these extraordinary circumstances an authorized staff member may waive the fees.

## **9.2 Dress Code**

- PSA pilot's enrolled full time (3 or more lessons per week) must show up for training well-groomed and dressed in white pilot shirt with black tie and black slacks. Pilot epaulets appropriate to the pilots rating may be worn. The shirt will be tucked in and buttoned as appropriate.
- Closed toe shoes must be worn for any activity at PSA. No open toe shoes or sandals are allowed.
- Good personal hygiene will be observed as is expected of professional pilots. Wear clean clothes/uniforms; use deodorant and breath mints. Our training aircrafts are cramped and stuffy; please consider personal odor and other people's comfort. Chewing gums are not allowed during flight.

## **9.3 Conduct**

- PSA pilots will conduct themselves in a professional and courteous manner.
- Rude or obnoxious behavior will not be tolerated, nor will crude or abusive language.
- No cell phones will be used during training activities unless there is an emergency.

## **9.4 Identification Badges**

- All PSA pilots while engaged in flight duties at any airport should wear PSA issued identification.
- PSA pilots should present their PSA identification when asked by a person of authority.

## **9.5 Fitness and Readiness**

- PSA pilots should report for duty ready to safely and professionally execute their duties. They should come mentally and physically prepared for their activity.
- PSA pilots should consider the PAVE and IMSAFE checklist when determining their fitness and readiness for flight duty.
- PSA flight instructors and dispatchers have the authority to cancel a student's flight if the flight instructor feels that the student is not fit or ready for duty.

## **9.6 Students who hold employment**

- PSA pilots may hold outside employment if legally permitted to do so.
- If a PSA pilot holds outside employment, that employment must not interfere with that pilot's duties for PSA.

## **9.7 No Show Policy**

- NOT SHOWING UP for ANY of your flight or ground activity or rental reservation will result in a 100% charge of the aircraft/simulator and instructor's reserved time and a \$50.00 no-show fee. (For example, if you are scheduled for 2 hours of dual flight and you don't show up, then you will be charged 2 hours of that airplane rental plus 2 hours of instructor time plus \$50.00 no-show fee.)

## **9.8 Cancellation Policy**

- If you cancel a flight/ground activity or rental reservation 24 hours in advance of the time scheduled then there will be no charge for cancellation.
- If you DO NOT cancel your flight/ground activity or rental reservation 24 hours in advance of the time scheduled, then you will be charged 50% of the aircraft/simulator and instructor's reserved time.

### **Late Arrival for the Schedule**

- Your reservation may be cancelled if you show up 15 minutes after your scheduled time and you will be charged 70% of the aircraft/simulator and 100% of instructor's reserved time.

### **Late Return of the Aircraft**

- Please return your aircraft as per the schedule to prevent delays for the next flight. Returning the aircraft late will result in a \$50.00 late fee. If the late return of the aircraft results in the cancellation of the next flight then you will be charged 100% of the aircraft/simulator and instructor's reserved time. (If it is an instructional flight then your instructor will be responsible to provide his/her reasoning to Chief Instructor for their late arrival.)

### **9.10 Sick Leave**

- If an illness occurs that prevents you from training, provide a written explanation to the Chief Flight Instructor describing the situation and approximately how long you will be on leave.

### **9.11 Training Funds**

- In order to access the scheduling system all PSA Pilots must have a credit card on file OR a deposit on their account (minimum \$500.00). This requirement does not apply to contract students.
- If there are insufficient funds to pay for your activities, then your account will be locked. At that point to continue training you must have a credit card on file AND a \$500.00 deposit. That deposit will ONLY be used in the case that your credit card is declined. Moving forward there must be a new deposit made to bring your deposit back up to \$500.00.

### **9.12 Attendance**

- PSA pilots will respect the schedule and attend all scheduled lessons unless excused as per company policy.

## Chapter 10 - Safety Procedures and Practices 141.93(3)

### 10.1 First Solo (In the pattern)

- Logbook Endorsement / Medical-Student Pilot Endorsement / Government issued photo ID
- Flight Release Form: Completed
- CEILING: 2500 feet or better.
- VISIBILITY: 5 SM or better.
- SURFACE WINDS: Max. 10 kts Headwind and Max. 5 kts of Crosswind.
- RUNWAY LENGTH: Twice the computed Takeoff & Landing Distance over a 50-foot obstacle.
- CONDITIONS: No gust, No thermals, No Rain, Dry Hard Surface Runway.
- Student should conduct all landings to a full stop-taxi back for takeoff (3 Full Stop Landings.)

### 10.2 Local Practice Area Solo Flights

- Logbook Endorsement / Medical-Student Pilot Endorsement/Government issued photo ID.
- Flight Release Form: Completed (Including Solo Form)
- CEILING: 5000 feet for better.
- VISIBILITY: 10 SM or better.
- SURFACE WINDS: Max. 10 kts of Headwind & Max. 5 kts of Crosswind.
- WINDS ALOFT: Not more than 20 kts in the Practice Area.
- RUNWAY LENGTH: Twice the computed Takeoff & Landing Distance over a 50-foot obstacle.
- CONDITIONS: No gust, No Thermals, No Rain, Dry Hard Surface Runway.

### 10.3 Cross Country Solo Flights (Departure, Destination and round robin trips)

- Logbook Endorsement / Medical-Student Pilot Endorsement/Government issued photo ID.
- Flight Release Form: Completed (Including Solo Form)
- CEILING: 8000 feet or better.
- VISIBILITY: 10 SM or better.
- SURFACE WINDS: Max. 12 kts of Headwind & Max. 7 kts of Crosswind.
- WINDS ALOFT: Instructor will decide this limitation.\*
- RUNWAY LENGTH: Twice the computed Takeoff & Landing Distance over a 50-foot obstacle.
- CONDITIONS: No gust, No Thermals, No Rain, Dry Hard Surface Runway.

For a student's first solo flight, the assigned flight instructor must be present to sign off their first (initial) solo and first (initial) solo cross country.

For the next two solo flights, the flight instructor must only release the student to the local practice area. Phone call or email release will not be accepted by dispatch. The assigned flight instructor must be physically present at the time of release. After that point, any flight instructor can release more solo flights to the local practice area, but it is not his/her responsibility to endorse the student for solo flight. Prior arrangements with another flight instructor must be made.

All solo cross-country flights must be reviewed and released by the assigned flight instructor only. If certain circumstances arise and the student has to be signed off and released by another flight instructor, then prior arrangements have to be made with the signing flight instructor. The students must be present at the time of their cross-country planning and weather briefing and should consider enough time for the flight instructor to review the cross-country planning for release. The signing instructor can at his/her will have the right to charge the student for his/her time, please make sure your student is aware of this.

All above limitations and guidelines can be over ruled by the Chief Flight Instructor or Assistant Chief Flight Instructor upon flight instructor's request for any particular student pilot and will depend on individual student's past record of knowledge and skill level to perform at that stage.

#### **10.4 Weather Minimums for Dual Flights**

- The flight instructor assigned to the flight will decide the weather minimums appropriate for the safe and legal outcome of the flight.
- The flight instructor will also consider the stage, lesson requirements, student ability and operable aircraft equipment when deciding the weather minimums.
- The maximum crosswind component of the aircraft will be considered as the maximum crosswind component for the flight.

#### **10.5 Procedures for Starting and Taxiing Aircraft on the Ramp**

- PSA aircraft must be started using the appropriate checklist and procedure.
- All PSA pilots need to visually check the area around the aircraft and loudly yell "Clear" and wait for a response before engaging the starter.

- Immediately after taxiing forward out of the parking space, the brakes must be checked for proper operation. If a malfunction is suspected, the aircraft must be shut down immediately and the deficiency should be reported to dispatch.
- While taxiing within the PSA parking ramp, taxi speed should be slow. All pilots must maintain situational awareness and be aware of wing tip clearance, other aircraft, vehicles and people.
- During taxi, the flight instruments must be checked for proper operation.

#### **10.6 Fire Precautions and Procedures**

- No smoking within 20 feet of any PSA building.
- No smoking within 50 feet of any fuel truck, self-serve fuel farm or aircraft.
- No smoking on the ramp.
- Improper starting procedures, such as excessive priming or pumping of the throttle, may cause raw fuel to accumulate and cause a fire hazard in the event of a backfire. If an engine fire occurs proceed as follows:
  1. Follow the appropriate checklist for the aircraft.
  5. If fire is extinguished, complete the appropriate checklist for the aircraft and exit the aircraft and advise PSA dispatch.
  6. If the fire persists, continue to follow the appropriate aircraft checklist, if able seek assistance from ground personnel.
  7. In any case, the aircraft must be inspected by a qualified mechanic to check for damage before the next operation.

#### **10.7 Redispatch Procedures after Unplanned Landings, on and off airports.**

If a flight is required to land at an unplanned airport, diversion due to weather or maintenance the pilot will contact PSA dispatch and report the unplanned landing.

## 10.8 Aircraft Discrepancies and approval for return to service determinations.

All or any maintenance, preventive maintenance, rebuilding and alterations will be performed by persons authorized as per FAR 43.3 and will follow additional performance rules for inspections as per FAR 43.15. The Director of Maintenance (DOM) or Chief Inspector will maintain all maintenance and inspection records.

A discrepancy is a fault with the **aircraft** requiring repair, but which does not affect the ability of the **aircraft** to be flown safely.

If a discrepancy occurs at KCCR airport:

- If available, locate a PSA flight instructor for guidance and discuss the problem.
- Any PSA pilot may write up a squawk. When writing the squawk, write clearly and carefully describe the discrepancy. The log becomes an official record and it is very important that the discrepancy is legible.
- If the problem can be repaired immediately, the aircraft may be re-assigned to you. If the aircraft requires prolonged maintenance, another available aircraft may be dispatched to you or you may re-schedule the flight for another time.

If a discrepancy occurs at an airport other than KCCR airport:

- Call PSA Dispatch and advise them of the problem.
- If an authorized mechanic is available at your location, have them evaluate the situation for you, then call PSA Dispatch to get authorization for repairs. PSA will NOT reimburse you for unauthorized repairs.
- If a mechanic is NOT available at your location, contact PSA Dispatch and advise them of the situation. PSA will not reimburse the pilot for cost incurred in trying to recover the pilot with another aircraft. If the pilot leaves the aircraft and arranges their own transportation home, then they will be responsible for later recovery of the aircraft.
- Under NO circumstances should the pilot attempt to repair the aircraft themselves.



### **Squawk Procedure:**

- If an aircraft has an open discrepancy, it is grounded and considered unairworthy, until the discrepancy is corrected or deferred.
- To report any type of discrepancy, tires, radios, leaks etc. first discuss with a PSA flight instructor. Then fill out the discrepancy sheet.
- When filling out the discrepancy sheet, report only the facts and keep them clear, concise and understandable for maintenance.
- Submit the discrepancy sheet ONLY to dispatch. DO NOT seek out maintenance personnel directly.
- Use your discretion on grounding the aircraft. 14 CFR 91.213 (d) allows us to remove, deactivate and placard some items. If ever in doubt, consult with a flight Instructor and never compromise safety or the regulations.
- Only authorized maintenance personnel will remove or deactivate aircraft equipment.

### **Aircraft Status**

- The PIC will check aircraft binder prior to every flight to ensure all required inspections have been performed.
- The aircraft binder will also be checked for any deferred maintenance items.

### **10.9 Securing aircraft when not in use**

After completion of a flight, the aircraft will be secured according to the following:

- Ignition and Master Switch OFF.
- Keys out of ignition.
- Secure the control lock.
- Tie downs secured if available.
- Chocks inserted if available.
- Doors locked.

#### 10.10 Fuel reserves necessary for local and cross-country flights

- The PIC will ensure that the amount of fuel on board the aircraft is enough to complete the flight and land with at least the minimum fuel reserve required by FAR's.

#### 10.11 Avoidance of other aircraft in flight and on the ground

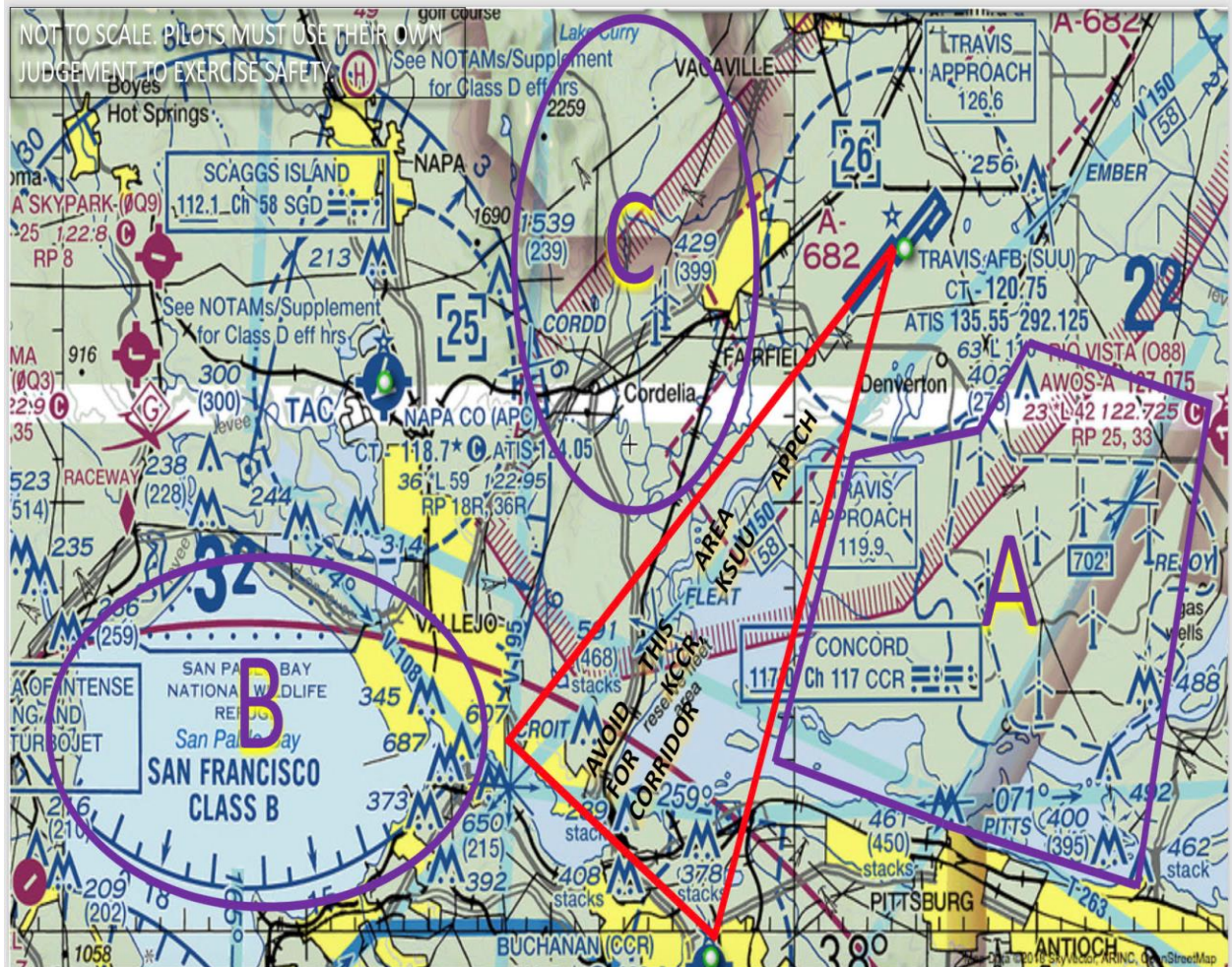
- All PSA pilots should use effective visual scanning during all aircraft operations in the air and on the ground.
- When more than one pilot is on board, the PIC maintains their PIC responsibility and authority no matter who is manipulating the flight controls. All pilots on board should scan outside for collision and Controlled Flight Into Terrain avoidance. The pilots may share workload management duties such as reading checklists, managing navigation logs, communications etc.
- **Sterile Cockpit:** When operating the aircraft on the surface, or below 1500 AGL, or any critical phase of flight, the concept of sterile cockpit will be maintained. **Sterile Cockpit** is the concept of refraining from non-essential activities or conversation when operating the aircraft on the surface or operating below 1500 AGL or any critical phase of flight.

#### 10.12 Minimum altitudes, limitations and simulated emergency landing Instruction

- All PSA flights must comply with all appropriate regulations regarding minimum safe altitudes.
- Simulated emergency landing instruction will also comply with all appropriate regulations regarding minimum safe altitudes. The location for this training will also allow for an emergency landing should a power plant failure occur.
- Simulated emergency landing instruction that ends with a landing will only occur at approved airports.
- Simulated engine failures/forced landings WILL NOT be practiced during solo flight or time building flights.
- Simulated emergency landing will not be practiced below 500 feet AGL.

- Minimum maneuvering altitude (in practice area) for single engine aircraft is 3000 feet AGL, except for ground reference maneuvers.
- Minimum maneuvering altitude (in practice area) for multi-engine aircraft is 4000 feet AGL.

### 10.13 Practice Area instructions and limitations



*Pilots must be vigilant as per FAR 91.113 “See and Avoid”.*

#### Frequencies and Minimum Altitudes:

- Area A – Contact Travis Approach on Frequency 119.9
- Area B – Contact Norcal Approach on Frequency 127.0 / 120.9
- Area C – Contact Norcal Approach on Frequency 127.0

#### **10.14 Cold Weather Operations/Frost**

Cold weather often causes conditions, which require special care during aircraft operations. Even small accumulations of frost, ice, or snow must be removed, particularly from wing, tail and all control surfaces to assure satisfactory flight performance and handling. Also, control surfaces must be free of any internal accumulations of ice or snow.

During you preflight if you identify any frost, ice or snow on the aircraft please advise dispatch immediately. Do not fly until the frost, ice or snow is completely removed and flight controls have free and normal movement.

Special considerations should be given to the operation of the aircraft fuel system during the winter season or prior to any flight in cold temperatures. Proper preflight draining of the fuel system is especially important and will eliminate any free water accumulation.

If the engine does not start during the first few attempts, or if engine firing diminishes in strength, DO NOT KEEP CRANKING. Advise your flight instructor or dispatch immediately.

Please refer your airplane POH/AFM for cold weather operation