

**Pilot's Choice Aviation Inc.
Training Course Outline
Appendix D**



**GENERAL FLIGHT TRAINING POLICIES, SAFETY PROCEDURES,
AND PRACTICES (Per 14 CFR 141.93a.3)**

I. GENERAL

- A. Each student shall be assigned to a flight instructor.
- B. All flights shall have the approval of the student's flight instructor before the flight is commenced.
- C. No flight training shall be conducted unless a flight instructor is on duty.
- D. It is the responsibility of the flight instructor to maintain the official flight training records.
- E. All takeoffs and landings shall be made at PUBLIC AIRPORTS as shown on the current Sectional charts and at least 3000 ft in length, except in the case of an emergency. In an emergency or when a precautionary landing is made to an unauthorized location, pilot will NOT take off without approval from the Chief Flight Instructor.
- F. All students shall comply with the PCA field rules and regulations as well as all applicable Federal Aviation Regulations.

II. WEATHER MINIMUMS

A. Local Flights

- 1. Dual (VFR) – 1,000 feet ceiling and 3 miles visibility.
- 2. Pattern Only – 1,500 feet ceiling and 3 miles visibility.
- 3. Local Area – 2,500 feet ceiling and 5 miles visibility.

B. Cross-Country Flights

- 1. Solo Student Pilots (DAY ONLY) – 3,000 feet ceiling and 7 miles visibility.
- 2. Private Pilots
 - a. Day – 2,500 feet ceiling and 5 miles visibility.
 - b. Night – 4,000 feet ceiling and 8 miles visibility, on IFR clearance only
- 3. VFR on Top
 - a. Student Pilots – Prohibited
 - b. Private Pilots – No pilot shall contemplate a flight in VFR on Top over anything other than scattered conditions.

C. Wind Velocity

- 1. Student Pilots – solo flights shall be suspended when the surface wind velocity exceeds 15 knots (includes gusting conditions).
- 2. Private Pilots – solo flights shall be suspended when the surface wind velocity exceeds 20 knots (includes gusting conditions).

Note: the student's flight instructor may amend the above limitations based on conditions and student proficiency/knowledge level at the time.

APPROVED
Carlos Sabido
Date: 7/2/09
Principal Operations Inspector
SAT-FSDO

III. AIRCRAFT

- A. The aircraft checklist shall be used for all operations on the ground as well as in flight. Make sure the Operators Handbook is in the aircraft before the flight.
- B. No aircraft will be used on a cross-country flight if the communications equipment are not working.
- C. Aircraft discrepancies shall be written up by the pilot on the prescribed form and turned in to the operations office. If discrepancies affect airworthiness, notify dispatcher at once. You may NOT fly an aircraft with open discrepancies on the discrepancy sheet for an aircraft. All discrepancies require the attention of a mechanic or a Pilots Choice Aviation employee, and must be signed off appropriately before the next flight.
- D. After each flight, the aircraft shall be properly parked and secured in the designated parking area. When flying enroute, other airport stops the aircraft will be secured properly. If the stop is short, the plane should be chocked; it on the ground for more than one hour, then the aircraft must be tied down.
- E. No one should handprop an aircraft. Call "Maintenance" if any aircraft will not start.

IV. STARTING AND TAXI ON THE RAMP

- A. No aircraft shall be started within 20 feet of the hangar or any building.
- B. No aircraft shall be taxied at a speed more than what appears to be a brisk walk.
- C. No aircraft shall be boarded or passengers deplaned while the engine is running.
- D. No aircraft shall be left unattended while the engine is running.
- E. No aircraft shall be started until all frost or ice is removed from the aircraft and control surfaces.

V. FIRE PRECAUTIONS

- A. Smoking is prohibited on the ramp and during all takeoffs and landings.
- B. In case of fire on the ground, turn off all switches, stop the engine, and exit the aircraft.
- C. Aircraft shall be grounded during re-fueling operations.

VI. MINIMUM FLIGHT ALTITUDES

- A. Minimum altitudes specified in FAR Part 91 and PCA Policies and Procedures shall be complied with on all flights.
- B. Stalls and flight at minimum controllable airspeed shall be flown at no lower than 2,500 feet AGL.
- C. Simulated Forced Landings – DUAL ONLY to 500 feet AGL. Over an airport for full stops.

VII. FUEL REQUIREMENTS

- A. LOCAL – No local training flight shall be commenced with the fuel tank less than ½ full.
- B. CROSS COUNTRY – No cross-country flight shall be commenced with the fuel tanks less than full. Cross – country fuel stops may be planned for a maximum of 3.0 hours. But, in no case should it violate the reserve fuel requirements as found in paragraph C.
- C. Reserve Requirements – No flight, local or cross-country, shall be conducted so as to use the last ¼ tank of fuel. This fuel is to be considered as reserve fuel for emergencies only. See also PCA Rental Agreement.

VIII. COLLISION AVOIDANCE AND WAKE TURBULENCE

- A. It is the pilot's responsibility to SEE and AVOID other aircraft on the ground and in the air.
- B. No aircraft shall be operated on the ground or in the air so as to cause a collision hazard.
- C. Pilots shall wait a minimum of 2 minutes before attempting a take off behind a heavy aircraft.
- D. No pilot shall taxi behind a heavy jet aircraft unless he verifies that the jet's engines are at idle.
- E. AC 90-23E "Aircraft Wake Turbulence" is required reading for all pilots.

APPROVED
Charles A. [Signature]
Date: 7/2/09
Principal Operations Inspector
SAT-FSDO

IX. CROSS-COUNTRY FLIGHT PROCEDURES

- A. Weather briefing shall be obtained, and a flight plan filed for all cross-country flights.
- B. All Student Pilot cross-country flights shall be approved by the student's flight instructor. A copy of the Flight Plan and Required PCA Manifest will be filed with the Dispatcher on duty before the keys to the aircraft are released to the student.
- C. All overnight cross-country flights must be approved by your flight instructor in writing at least 12 hours prior to the planned departure time.

X. FLIGHT "CANCELLATIONS AND NO-SHOWS"

Students are required to notify Pilot's Choice 24 HOURS in advance if they need to cancel an appointment with an instructor.

- 1. A student is allowed one no-show or late cancellation without being penalized. Use it wisely.
- 2. The second time results in one hour of instruction charged to the student.
- 3. The third time results in one hour of both the instructor's time and for the use of the plane charged to the student.
- 4. Instructors reserve the right to waive a late cancellation or no-show fee in cases of emergency, etc.

XI. EMERGENCIES

- A. In the event of a maintenance problem, or landing on an unimproved airport** or field***, notify the following and obtain instructions:

Pilot's Choice Aviation Chief Flight Instructor (Beth Jenkins)
(512) 869-1759 or (512) 863-2590 Home or (512) 423-4609 Mobile

**Only the Chief Flight Instructor can re-dispatch 141 students for their return flight.
*** IF LANDED ON AN UNIMPROVED FIELD, **DO NOT ATTEMPT TO TAKE OFF.**

- B. In the event of an accident, notify the above and comply with 49CFR Part 830 as soon as possible.

I certify that I have read and understand the above statements concerning the PCA General Flight Training Policies, and agree to comply with same.

_____ Student's Name

_____ Date

_____ Reviewer's Name

_____ Date

APPROVED
Carolyn Babaluan
Date: 7/2/09
Principal Operations Inspector
SAT-FSDO

Student Practice Area – All student pilots, private and commercial instruction flights will practice in the practice area east of Highway I-35 out side of the Georgetown class D airspace. The boundaries of the practice area are depicted in the picture. South boundary is Texas Crush Stone Rock Quarry, Highway 79 to Taylor Airport (T74) north to Lake Granger to the northwest to the town of Jarrell then South Highway I-35 to Georgetown Airport.

All instrument, multiengine and ATP local training flight will be West of Georgetown Airport outside of class D airspace.

Pilots Choice Aviation has the company frequency of 123.5. After leaving the Georgetown Class D airspace make a radio call on 123.5 that you are going to the practice area and which part, NE, E, SE and monitor 123.5 for other Pilots Choice Aviation aircraft in the practice area. When coming back into Georgetown, 6 miles before the airport announce your position NE, E, SE etc... that you are leaving the practice area for the Georgetown airport.

