Standard Operations Procedures (SOP)

January 1, 2020

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FORWARD

The Shannon School of Aeronautics (SSA) is established as a Certificated Part 61 Flight School. It is based at Shannon Airport (KEZF) in Fredericksburg, VA and operates for the benefit of pilots operating in and around the area.

This Standard Operating Procedures (SOP) Manual establishes the policies, procedures, and practices for SSA and provides information concerning the administration and operation of the business. The contents of the SOP are not intended to cover every rule of safety and good practice. Customers and instructors are required to comply with the provisions of all publications issued by competent authorities pertinent to the type of flight operations performed (e.g., Federal Aviation Regulations, Aeronautical Information Manual, Flight Information Publications, as well as this manual). This manual is not intended to supersede any regulation or directive issued by competent authorities, except where the SOP is more restrictive.

SSA reserves the right to refuse or terminate flight and use privileges for anyone who fails to adhere to safe and legal operating practices, including those outlined in this SOP.

Chapter 1
Definitions and Abbreviations

This chapter supplements the definitions found in the Pilot/Controller Glossary of the Aeronautical Information Manual and Federal Aviation Regulations.

Accelerate-Stop Distance. If not defined by the aircraft operating manual, the distance required to accelerate to takeoff speed, abort the takeoff, and brake to a complete stop.

Alien. Any person who is not a citizen or national of the United States.

Airworthy. Condition of an aircraft identifying it is safe for flight.

Brooke. A VORTAC located approximately 6 NM northeast of Shannon Airport.

Chief Instructor. The individual serving under contract as the Chief Flight Instructor for SSA.

Completed. As applied to aircraft checkouts, examinations, flight reviews, etc., "completed" means the pilot has successfully accomplished all required actions, the appropriate documentation has been completed by the Instructor Pilot conducting the activity, and the documentation has been filed in the pilot's training folder as appropriate.

Deferred Maintenance. Maintenance requirements that are minor in nature and have been postponed.

Failure to Show. When an individual, having scheduled an aircraft/simulator and/or instructor (and has not canceled the event), is not present by fifteen minutes after the scheduled time.

FAR. Federal Aviation Regulation

Flight Review. A flight review given by an Instructor Pilot in accordance with the provisions of this SOP and FAR parts 61 and 91.

Flight Schedule Pro (FSP). An on-line scheduling and pilot information program used by SSA.

Flight School. For the purpose of this SOP, refers to the Shannon School of Aeronautics.

Flight Training. Instruction received from a flight school in an aircraft or aircraft simulator. Flight training does not include recurrent training, Discovery flights, ground training, a demonstration flight for marketing purposes, or any DOD/Coast Guard flight training.

FRZ. Flight Restricted Zone. A slightly irregular zone of airspace about 10 NM around the DCA VOR that requires additional security and operational procedures in order to operate within the airspace.

GCA. Ground Controlled Approach (usually referring to a GCA facility). Pilots should request an "ASR" or "surveillance" when a nonprecision radar approach is desired or request a "PAR" when a precision radar approach is desired. A GCA approach may be available at Quantico.

Hobbs. Aircraft metering device used to compute time the engine is running.

Instructor. A Certified Flight Instructor (CFI) who is under current contract with SSA.

Local Flying Area. Flights conducted within a radius of 30 NM from KEZF.

MHz. Megahertz.

MVFR. Marginal VFR: ceilings between 1,000 to 3,000 feet, and/or visibilities between 3 and 5 statute miles.

NACO. National Aeronautical Charting Organization

NM. Nautical Miles (approximately 6,076 feet).

NTSB. National Transportation Safety Board.

Owner. The Company Owner of Shannon Airport and the Shannon School of Aeronautics

PIC. Pilot in Command

PIF. Pilot Information File. A notebook containing information of importance to pilots. The information contained in the book is directive in its application to the flight school.

Proficiency Flight. A flight conducted to demonstrate a pilot's ability to safely fly an aircraft.to an instructor's satisfaction.

Renter. An individual who has completed the relevant actions prescribed by this SOP and has been authorized to rent Flight School aircraft.

RON. Remain Overnight.

Securing the Aircraft. Actions required prior to returning responsibility for a checked-out airplane. These include but are not limited to, turning off all electrical equipment and the master switch, installing the pitot cover, the gust and throttle lock, tying the aircraft down, and locking all aircraft doors when applicable.

SFRA. Special Flight Rules Area. The airspace within 30 NM of the DCA VOR identified as requiring special operational procedures.

SOP. Standard Operating Procedure. Specifically, this publication.

Squawk (Maintenance discrepancy). A problem with an aircraft's condition or maintenance that is identified by a pilot.

Stage Check. A progress check given in accordance with syllabus requirements or prior to an FAA flight test. Stage Checks are mandatory for pilots taking flight training at SSA, except as approved by the Chief Instructor.

Student Pilot. A pilot not possessing a valid private or subsequent pilot's license appropriate to the aircraft category and class being operated.

VMC. Visual Meteorological Conditions. Meteorological conditions expressed in terms of visibility, distance from clouds and ceiling meeting or exceeding the minimums specified for VFR operations.

Chapter 2
Administration

201. Applicability

a. The provisions of this SOP are directive in nature.

b. All renters and instructors are responsible for reading and complying with the provisions and policies of this manual.

c. All pilots are required to take and pass the prescribed written test covering items contained within this SOP. This test is normally conducted as part of a Flight Review or during an initial checkout with SSA. For Private Pilot applicants this also includes the pre-solo written test.

202. Revisions to the Operating Procedures

All parties are encouraged to submit suggestions for updating the SSA Standard Operating Procedures.

203. Aircraft Scheduling/Return

a. General

1. Aircraft are scheduled on a first-come, first-served basis using Flight Schedule Pro scheduling software except as noted below. Renters may obtain a Flight Schedule Pro account from any qualified SSA flight instructor and are responsible for establishing and maintaining a current pilot documentation file in Flight Schedule Pro.
2. Pilots may schedule aircraft appropriate to the type of operations to be conducted.
3. Aircraft will be scheduled for a minimum of one hour.
4. Once an aircraft is scheduled, only the scheduler, a Flight Instructor, the Chief Instructor or Owner may change the schedule. Normally, only a scheduled Stage Check or FAA check ride will be considered reason to override a scheduled aircraft.
5. If an aircraft cannot be returned at the appointed time, the pilot renter is responsible for notifying the Flight School as soon as possible.

b. Cross-Country Flights

1. For flights in excess of 4 hours, pilots must request approval from the Owner or Chief Instructor. If longer flights are part of flight training, SSA flight instructors may grant approval. Pilots may be asked to submit a one-hour rental fee deposit when scheduling a cross-country flight. This deposit may be made by phone (credit card) or in person.
2. Flights outside the contiguous United States are not authorized.
3. Renters may use aircraft for business travel.
4. For overnight flights, a minimum daily use is 2 hours for each part of a weekday and 3 hours for each part of a weekend, unless a lesser amount has been approved by the Owner or Chief Instructor. If the aircraft is not used for the minimum or previously agreed to time, the renter may be invoiced for the total required use. Payment for aircraft rental is due immediately upon return.

204. Cancellations/Failure to Show

a. Pilots will notify SSA of cancellations as soon as possible, but not less than 24 hours prior to scheduled departure. Failure to make this notification will be considered "Failure to Show" unless due to unforeseen conditions.

b. Failure to Show

1. Cross-country deposits will not be refunded unless cancellation is due to weather, illness, or bona fide emergency and notification must occurred prior to departure.
2. If a pilot is not present for a flight by 30 minutes past the scheduled departure time shown on Flight Schedule Pro, the aircraft will be released for the remainder of the flight period.
3. Unless a "Failure to Show" is due to weather, illness, or a bona fide emergency, the pilot may be assessed a one-half hour rental fee penalty for the aircraft.
4. If the failure to show involves an instructional period with an Instructor Pilot, all flight instruction fees for that period may be assessed to the pilot who failed to show, unless the instructor provides instruction to another pilot during that period. In that case, only the difference will be assessed.
5. Pilots who fail to show may have their flight privileges at the Flight School terminated.

205. Aircraft/Instruction Rates

a. Aircraft/instructor rates are established and posted at the place of business.

b. Computing Flight Time

1. The Hobbs Meter will be used for aircraft billing purposes. Should a discrepancy exist between the actual Hobbs Meter reading observed during preflight and the time listed as "Hobbs Out" on the dispatch form, the discrepancy must be brought to the attention of an instructor prior to the flight. If, after completion of a flight, any part of the next higher number is visible, the higher number will be recorded.
2. In the event the Hobbs Meter fails in flight, a tachometer conversion will be used to compute flight time. The conversion factor is 0.7 hours of tachometer time equaling 1.0 hour of flight time.

206. Payments

a. Payment for aircraft rental, instructor fees, headsets, and/or equipment is due at the completion of flight at time the goods and/or services are delivered. If no one is expected at the place of business upon return from the flight, the renter will complete payment and place the invoice, payment and fuel receipts in the invoice box prior to leaving the airport. Failure to provide arrangements for payment within 24 hours may result in loss of rental privileges, unless satisfactory arrangements are made with the Owner, or SSA representative.

b. Accepted forms of payment include cash, checks, and credit cards. Money may be paid in advance and placed on account for the convenience of the pilot. It is the pilot's responsibility to ensure there are adequate funds on account to cover payment. Change for cash is usually not available.

207. Charges for Aircraft Remaining Away from KEZF

a. Minimum Guaranteed Flight Time
   1. Unless prior arrangements have been made at the flight school, renters will be charged two hours of flight time for each day and one hour for each part of a half day the aircraft remains away from KEZF, Monday through Friday.
   2. Unless prior arrangements have been made with the Flight School, renters will be charged three hours of flight time for each day and 1.5 hours for each part of a half day the aircraft remains away from KEZF on Saturday or Sunday.
   3. Pilots will not be charged for any additional days in which weather prevents the pilot from returning the aircraft. However, charges will be incurred once flyable weather conditions exist. In the event the pilot elects to return by other means, the pilot is responsible for the cost of returning the aircraft, to include fuel, oil, storage/tie down fees and transportation and billeting costs of the ferry pilot.
   4. Pilot/passenger return expenses are not reimbursable.

b. Miscellaneous Fees
   1. Landing, tie down, and storage fees are to be payed by the pilot, except when a pilot hangars an aircraft due to high winds or other natural hazards. In this case, the pilot will be reimbursed the difference between hangar costs and normal tiedown costs. To be reimbursed, the pilot must provide a receipt that indicates the hangar fees paid, the normal tiedown fee, and a written description of the circumstances that necessitated the use of a hangar.
   2. Pilots will be reimbursed for fuel costs only at the current KEZF airport price. Pilots are responsible for the difference between the KEZF price and the price paid for fuel at other locations.

208. Pilot Assessments/Dues

SSA Aviation does not charge membership dues.

209. Maintenance.

a. Pilots are authorized to obtain repairs costing up to $250 without prior authorization. SSA must approve repairs in excess of $250 in advance of the work to be accomplished. Pilots will provide an estimate of costs to make those repairs if exceeding $250, before expenditures are approved. Pilots who approve repairs without authorization will be liable for all or part of those costs in excess of $250 at the discretion of SSA.

b. Maintenance actions resulting from pilot abuse are billable directly to the pilot. Examples of charges that may apply to pilots include but are not limited to flat-spotting tires, starter system problems due to prolonged engine cranking, spark plug fouling attributed to operating with the mixture too rich, engine damage due to excessive engine leaning, damage to windows and windscreen due to improper cleaning technique or other acts, and battery discharge from leaving the master switch on.

210. Disputed Charges.
Disputed charges must be brought to the attention of the SSA Owner for resolution. The decision of the Owner is final.

Chapter 3
General Operations and Rules of Flight

301. Applicability

a. Renters are required to comply with the provisions of all applicable publications and regulations issued by competent authority pertinent to the flight operations performed (e.g., Federal Aviation Regulations, Aeronautical Information Manual, Flight Information Publications, the Aircraft Flight Manual and this SOP). This SOP is not intended to supersede any regulation or directive issued by competent authority, except where more restrictive.

b. Pilots are responsible for complying with the information in the Pilot Information File (PIF) and all applicable Notices to Airmen (NOTAMS).

302. Aircraft Use/Responsibility of PIC

a. Aircraft will not be loaned, leased, or flown except by the specific person Renter, except for a prospective buyer of an SSA aircraft, an approved aircraft mechanic, or an FAA Examiner. Aircraft will not participate in aerial displays, be used for towing or for parachuting.

b. The PIC is responsible for the aircraft from the time he/she accepts the aircraft keys during dispatch to when the keys are returned after the aircraft has been refueled and properly secured.

c. The PIC is responsible for final determination of aircraft airworthiness and must ensure that all required inspections are completed. Aircraft logbooks are kept in the Flight School's locked file cabinet but will be made available for inspection upon request. Maintenance information will be displayed and updated in the Flight School.

d. Unauthorized Activities:
   1. Careless or reckless operation of any aircraft, to include buzzing and flat hatting.
   2. Formation flying.
   3. Towing gliders or sail planes.
   4. Parachuting from aircraft.
   5. Tampering or modification of the aircraft Hobbs Meter or records.
   6. PIC flying from the right seat, unless approved by the Chief Instructor.

303. Weather Minimums/Flight Restrictions

a. VFR weather minimums are ceilings not less than 1,500 feet and/or visibilities not less than 3 statute miles.

b. Except for departure, arrival, and during flight instruction, aircraft will not fly under VFR at less than 1,000 feet AGL in non-mountainous areas, 2,000 feet AGL in mountainous areas.

c. Each PIC is responsible for knowing and observing the crosswind limitations for each aircraft flown. For the purposes of clarifying the gust factor, if a wind is broadcast as 15G25, the steady state wind is 15 knots and the gust factor is 10 knots. The total wind is 25 knots. Crosswind limitations are:

Maximum crosswind component	15 knots (individual aircraft demonstrated limits must be observed)
Maximum total wind	30 knots
Maximum gust factor	15 knots
Student solo flight (also in chapter 5)	12 knots headwind component or 6 knots crosswind component, and/or total winds greater than 12 knots

d. IFR takeoff minimums at all airports are not less than the lowest approach minimum for the landing runway in use which both the aircraft and pilot are capable of flying, or the published takeoff minimums, whichever is higher. IFR approach minimums at airports are as published in the applicable instrument approach procedure.

e. IFR flight between the hours of sunset and sunrise will not be conducted when enroute weather ceilings are below 1,500 feet and/or 3 miles visibility.

f. VFR flight in the local area between the hours of sunset and sunrise will not be conducted when ceilings are less than 2,000 feet and/or visibilities less than 5 statute miles.

g. Pilots will avoid all towers by a radius of 2,000 feet and a height of 1,000 feet.

h. Pilots will remain well clear of manned/unmanned balloons since attached suspension devices are often difficult to see.

i. To aid in visually clearing for traffic, pilots will be at traffic pattern altitude immediately prior to traffic pattern entry, this includes an entry on the 45-degree position.

304. Required Pilot Equipment

a. Pilots will have an operable flashlight immediately available during night ground and flight operations.

b. Pilots will carry, and have available for immediate reference, a current edition of the Washington Sectional, Baltimore-Washington VFR Terminal Area Chart, and other publications applicable to the flight operations being performed.

c. When on cross-country flights, all pilots will have a copy of this SOP in their possession. Electronic copies are acceptable.

305. Passengers

a. No passengers may be carried on training/qualification flights.

b. No passengers may be carried on maintenance check flights.

c. Each individual aboard a rented aircraft will be secured by an individual seat belt.

d. Each child weighing less than 40 pounds will be secured in an FAA approved child seat, attached to an individual aircraft seat belt. Occupied child seats will not be secured in any cargo area.

e. Pilots will not allow the loading or unloading of passengers from an aircraft while any of the aircraft engines are running.

f. Only passengers escorted by pilots are allowed in the aircraft parking area. Children are not permitted onto taxiways or the ramp area unless accompanied and closely monitored by an adult.

g. The PIC will ensure that all individuals stay clear of propellers at all times.

h. Pilots are responsible for thoroughly briefing passengers on ground hazards, use of seat belts, and emergency exits, that no smoking is allowed in or around aircraft, location of air sickness bags and environmental controls in the aircraft.

i. Renter is responsible for returning the aircraft free of trash and debris.

306. Flight Time Restrictions and Fuel Requirements

Flight time will not exceed that which allows a one-hour fuel reserve if the intended destination is forecast to be VFR within plus or minus one hour of the ETA. If the destination forecast is IFR plus or minus one hour of the ETA, the fuel reserve will be such as to allow 1.5 hours of additional flight.

307. Flight Plans

a. Pilots must comply with all current procedures for flight plan requirements within the Special Flight Restriction area, including providing evidence of completing FAA-mandated courses. If such courses are required, completion of each will be recorded in Fight Schedule Pro. All Flight Instructor have privileges to update a pilot's record, provided the pilot provides acceptable documentation.

b. Pilots must obtain a complete FSS or 1800wxbrief.com weather briefing for flights outside the local flying area including any Temporary Flight Restrictions.

c. IFR Flight Plan routing will begin by filing direct to Brooke VOR (BRV), then as desired.

308. Approved Airports

a. Except as noted below, all non-emergency takeoffs and landings will be made only at public use civilian airports designated in the Chart Supplement, on a runway at least 2,000 feet long, but in no case on a runway that is shorter than the accelerate-stop distance of the aircraft being flown. No landings are authorized on runways less than 40 feet wide. Verification of runway conditions will be made, either by telephone or radio, with the airport operator before using any non-hard surface runways. Pilots wishing to use a non-public use airport must first obtain written approval from either the Chief Instructor or Owner.

b. Night flight operations are limited to fully lighted public use runways.

309. Refueling

a. The fuel servicing area can be hazardous and is to be used for refueling only. Aircraft will not be left unattended at the fuel pump.

b. Only an appropriate grade aviation fuel will be used in Flight School aircraft.

c. No refueling will be performed if lightning is observed in the area or during steady or heavy rains. If refueling cannot be accomplished, the renter must leave a note on Flight Schedule Pro. Pilots who leave aircraft without refueling except as above will incur a $10 refueling charge.

d. Prior to refueling, pilots will attach a ground wire to one of the wing tie-down ring (not the engine exhaust stack; it is not directly grounded to the fuel tank) or the engine propeller. When removing the grounding cable, carefully control the inertia reel cable retraction to prevent potential strikes of people, aircraft, or fuel dispensing equipment as well as unnecessary wear on the cable.

e. The battery, avionics master switch and magneto switches will be off prior to refueling.

f. The PIF file will contain requirements regarding fueling levels.

g. Upon completion of the flight, the pilot will attach the fuel receipt to the receipt/invoice form.

310. Smoking

a. Smoking is not permitted in, or within 50 feet of, any aircraft or within the yellow arc of the refueling area at any time.

b. Smoking is not permitted in the Flight School building.

311. Preflight Requirements

a. Pilots will ensure that oil levels are in accordance with the manufacture's specifications. Pilots will not fill the aircraft oil systems beyond recommended levels. (Note: ½ quart of oil may remain in a warm engine and not appear on the dipstick). Specific levels are identified in the PIF file.

b. During cold weather, pilots will employ and carefully follow POH cold weather operations guidance. Check the POH for cold starting procedures. When ambient temperatures are below 40 degrees Fahrenheit and the aircraft engine is not warm, pilots will preheat the engine for a minimum of 10 minutes. Additionally, if the aircraft engine has been shut down for more than 30 minutes under cold conditions, the engine must be preheated. Preheaters will always be attended during operation. When preheating is completed, the correct procedure is posted on

each pre-heater. Fire extinguishers are located at the flight school and will be put on the pre-heater carts when in use.

c. To ensure proper operation of all avionics equipment, pilots will ensure that all antennae, including belly antennae, are free of frost and ice prior to starting the aircraft's engine. Morning frost and ice often require mechanical brushing to remove the extra weight and airflow obstructions from the airplane surfaces, especially wings and elevators. However, any brush bristle will mar, scratch and destroy the windscreen. Pilots WILL NOT use brush bristles on the windscreen or on any Plexiglas surface.

1. Pilots will defrost a windscreen by exposing it to direct sunlight. The direct sunlight will soften the frost. Pilots will then use a soft clean towel operated in the vertical axis to remove the residual slush. The other option is to apply heat from the airplane defroster or pre-heater, and then use a soft towel operated in the vertical axis to clear the residual slush.
2. Overnight use of a hangar is usually available with prior coordination. If a pilot expects to fly in the morning when frost is likely, arrangements may be coordinated through the Chief Instructor at least 2 hours prior to the scheduled closing time of the FBO.

d. A minimum of three ounces of fuel will be sampled from each fuel drain.

1. Only aircraft fuel sample containers will be used (such as the GATS jar provided in each aircraft).
2. No fuel will be discharged or thrown on the ground, but rather will be collected in a GATS jar and, if clean, poured back into the fuel tanks. If a fuel sample is contaminated, it will be disposed of in the waste fuel container at the fuel station.

e. Pilots must know the location of the nearest ground fire extinguisher and be familiar with the proper operation. During cold weather starts, aircraft engines are more prone to having a carburetor induction fire. Pilots will not prime by pumping the throttle.

312. Engine Start.

Engine start will only be accomplished upon completion of the pre-start checklist supplied with each training aircraft. The PIC will ensure that all personnel and objects are well clear of the propeller and give a loud "Prop Clear" call just before activating the engine starter. **Propeller will be treated as "Mags ON" at all times.**

313. Taxi

a. Maximum taxi speed on a taxiway is 10 mph.

b. Maximum taxi speed in any aircraft parking area is 3 mph (walking speed).

c. Run-ups will be completed in the designated run-up areas for each runway, unless occupied. If the run-up area is occupied, run-ups may be accomplished in the parking area if the area is clear of personnel and if the run-up can be accomplished without posing a risk of damage to nearby aircraft, vehicles, structures or other assets.

d. Aircraft will not enter onto the active runway until the runway and final approach are clear of traffic, and intentions are broadcast on the advisory frequency.

314. Postflight Requirements
Pilots will secure the aircraft after each flight and report any maintenance discrepancies to a flight instructor. If the discrepancy is verified as valid the pilot should enter a description of the problem in Flight Schedule Pro. If no flight instructor is available at the time of check in, pilots will annotate the discrepancy on the dispatch sheet.

315. External Lighting
Except in an emergency, the aircraft rotating beacon switch will always be left on.

316. Declaring an Aircraft to be Unairworthy
Any pilot may elect not to fly an aircraft he/she feels is not airworthy. If a pilot deems a Flight School airplane to be unairworthy, the pilot must notify an SSA flight instructor as soon as possible.

317. Propellers
a. At all times, aircraft propellers will be treated as if the magneto switches were on. Propellers will not be turned as part of the preflight procedure except when prescribed in the POH for cold weather operations.

b. When manually moving aircraft on the ground, pilots will not push on the propeller blade tips or on the spinner. Pilots will push or pull only at the propeller hub or the wing struts.

318. Acceleration Checks
a. Pilots will compute the expected takeoff distance during preflight to determine if the aircraft is accelerating as predicted on takeoff roll.

b. If the aircraft is not accelerating as predicted, or the engine RPM is below the minimum value specified by the manufacturer, the pilot will immediately abort the takeoff roll and will immediately notify an SSA instructor in accordance with paragraph 316 above.

319. Dispatch Procedures
a. Pilots must use the dispatch procedures outlined in the dispatch procedures notebook. Prior to flight, pilots will review the aircraft maintenance status (as posted on the monitor at the operations desk) for inspection dates and discrepancies. If any discrepancy has not been deferred or resolved, the aircraft will not be flown.

b. Pilots must refer to the Pilot Information File (PIF) prior to each flight. Pilots need not read all PIF information prior to each flight but must check if new items have been added and review those. All new PIF's will be placed at the beginning of the file.

c. Pilots are responsible for completing the dispatch process and making payment immediately upon completion of the flight. Pilots will follow the published procedures for completing the invoice and operating the credit card machine if not paying by check or drawing on an account funding.

d. Prior to dispatching an aircraft for the first time, pilots are required to read both the maintenance records and the SSA SOP.

320. Maintenance Program

a. All Flight School aircraft will be maintained in accordance with 14 CFR 91.409.

b. Only authorized and certified A&P and I&A mechanics authorized by the Flight School, the aircraft owner, or the Flight School operator will perform any type of maintenance on any Flight School aircraft.

c. All Flight School aircraft will undergo oil changes between 40 and 60 tach hours from the previous oil change, or as specified by AD.

d. Documentation of all maintenance performed will be entered in the aircraft's logbook per 14 CFR Part 43.9, 43.11 and 91.417 and any other applicable FAA regulation by authorized maintenance personnel when the work has been completed.

e. Aircraft Discrepancies will be addressed in accordance with paragraph 314.

f. Only authorized mechanics can defer pilot "squawks" and only authorized mechanics can sign off on an item as being repaired. If the discrepancy requires a flight check then at the completion of the flight check, the check pilot will sign off on the discrepancy in Flight Schedule Pro and in the aircraft's logbook IAW 14 CFR Part 91.407.

g. The Flight School will maintain an aircraft status board on which the following information will be posted:

1. Current aircraft TACH time
2. Annual inspection due date
3. Time until 100-hour inspection
4. Time until 50-hour inspection
5. Time since major overhaul
6. Current aircraft status (flyable or grounded)
7. ELT battery due date
8. Static, transponder due date

Chapter 4
Pilot Certification and Currency

401. Pilot Qualifications: General
To act as PIC of any Flight School aircraft, a pilot must:

a. Be a pilot in good standing, have paid all outstanding debts, and not be grounded by the Flight School or Federal authority.

b. Possess an appropriate and current FAA Airman's Certificate and Medical Certificate, if required, and complete the SFRA test. A record of these documents must be authenticated in Flight Schedule Pro.

c. Have completed an aircraft checkout as prescribed by this SOP, including completion of an aircraft questionnaire for the appropriate aircraft make and model, SOP test, read the PIF in its entirely and satisfactorily completed a check flight with an authorized SSA instructor.

d. Have met currency requirements established by the FAR's and this SOP.

e. For flight conducted between the hours of sunset and sunrise, have completed a Night Checkout prescribed by this SOP.

f. For flight under IFR or in weather conditions less than VMC, be instrument rated, instrument current and have completed an Instrument Checkout prescribed by this SOP.

h. Have a Flight Schedule Pro pilot information record containing as a minimum information on the pilot's license and current medical, aircraft questionnaire completed for each make and model of aircraft to be flown, an initial check out (see Appendix B) for each aircraft to be flown, and an annual check out form (see Appendix B).

402. Pilot Qualifications: Make and Model

a. To act as PIC of a Flight School aircraft, a pilot must possess an appropriate FAA Private, Commercial or ATP certificate and a Flight School check out.

b. To act as PIC of a single engine, retractable gear Flight School Aircraft, a pilot must also have:

- 100 logged pilot hours;
- 25 logged pilot hours in retractable gear aircraft. Note: 10 hours in make and model may be substituted for 25 hours retractable time.

c. To act as PIC of a multi engine Flight School Aircraft, a pilot must also have:

* 300 logged pilot hours
* 50 logged pilot hours in a multi engine aircraft. Note: 10 hours in make and model may be substituted for 50 hours of multi engine time.

403. Aircraft Checkouts

a. Pilots must complete a Flight School Aircraft Checkout (Day/VFR) for every aircraft they wish to fly. See Appendix B for aircraft checkout items. This checkout can be in each aircraft make and model (for the purposes of a Flight School checkout, C172M and C172N count as one make and model); however, a checkout in a more advanced model will suffice as an annual checkout in less advanced model, providing the pilot:

1. Has previously completed a SSA check ride in the make and model,
2. Has flown those less advanced models (as PIC) within the last year.

b. As a minimum, aircraft checkouts will consist of one hour of flight time, three takeoffs and landings, and a sampling of the maneuvers appropriate to the pilot rating(s) held.

c. To exercise the privileges of an Instrument Rating, pilots must complete an Instrument Checkout.

d. To exercise the privileges of PIC during the hours between sunset and sunrise, pilots must complete a Night Checkout.

e. Successful completion of any checkout requires a pilot perform at least to the practical test standards for the rating(s) to be exercised.

f. All aircraft checkouts must be given by an instructor under contract by SSA.

404. Currency (These requirements are in addition to those listed in FAR Part 61)

a. Pilots must fly an SSA aircraft at least every 120 days to maintain currency. In the event this currency is not maintained, they cannot act as PIC until they fly with an Instructor Pilot who certifies them as qualified for the flight operations being performed. This flight is not expected to be a full check out and would not reset the requirement for an annual fight check.

b. Pilots who have not met the FAR Part 61 requirement for instrument currency within the last six months cannot act as PIC of a Flight School aircraft under IFR until completing an Instrument Proficiency Check as required by FAR's and paragraphs 406 and 407 of this manual.

c. Pilots who have not met the FAR Part 61 currency requirement for night flight within the last year cannot act as PIC of a Flight School aircraft at night until completing a Night Checkout given by an SSA Instructor Pilot.

405. Flight Reviews

a. Annual Standardization Flights will be given to each pilot by an SSA flight instructor. Completion of an FAA certification flight for an additional rating, flight instruction leading to a complex endorsement, or an Instrument Proficiency Check fulfills this requirement.

b. Annual Standardization Flights will normally be accomplished in the most complex aircraft the pilot is authorized to fly at SSA.

c. If a renter is authorized to exercise IFR privileges, the Flight Review will include the following maneuvers by reference to instruments alone:

1. One precision approach, if this can be accomplished locally
2. A second approach using partial panel procedures
3. Recovery from unusual attitudes

d. Flight Review (as specified by FAR Part 61)/Annual Standardization Flight

1. If the Flight Review is being taken in conjunction with an aircraft checkout, at least one hour of ground instruction is required. Online courses, such as ASF courses identified by the FAA as meeting Flight Review or Wings requirement, may, at the discretion of the instructor and with prior coordination satisfy this requirement.
2. The Instructor Pilot who conducts the Annual Standardization Flight will endorse the pilot's logbook and update the pilot information on FSP.

406. Instrument Proficiency Checks

Instrument proficiency checks must be conducted in accordance with the tasks outlined in the Instrument ACS task matrix and conducted with an acceptable view-limiting device. Only foggles, Francis device and hoods specifically designed for instrument instruction are acceptable.

407. Instrument Proficiency

All pilots who are instrument rated are encouraged to maintain proficiency in instrument flying. When conducting an instrument proficiency flight, a view-limiting device will be used, and a qualified safety pilot must be on board.

408. Pilot Records.

All pilots who fly aircraft rented from SSA are required to keep their pilot information current on Flight Schedule Pro. Failure to maintain current pilot information may result in the pilot's inability to make a reservation. Pilot information may be updated by presenting documents to an instructor, who may update the information. Telephonic updates are not acceptable. In some cases, scanned documents may be sent to the Flight School and will be accepted as satisfactory proof of credentials and currency. SSA reserves the right to request additional information where documentation appears to not fully meet requirements.

Chapter 5
Training and Student Pilots

501. Training

a. All FAR Part 61 training for a license or rating will be conducted using the Jeppesen Flight Training syllabus or a standardized syllabus approved in advance by the Chief Instructor.

b. The Flight School may, with proper certification from the FAA, conduct training under Part 61. The Chief Instructor designated for each program will be responsible for adhering to the requirements outlined by the FAA.

c. All training will be documented in accordance with the provisions of the appropriate curriculum training documentation and this manual.

d. In accordance with Transportation Security Administration (TSA) rules on flight training for aliens and other designated individuals, every person (including U.S. citizens) must prove his or her citizenship status **prior** to undertaking flight training that substantially enhances piloting skills. Acceptable proof includes a valid US passport or both a government issued photo ID and birth certificate. Additionally, foreign flight students must complete a background check process with TSA. Instructor Pilots must be familiar with the latest TSA policies. See Appendix A (Alien Flight Training Rule Validation Checks).

e. The student's primary instructor will create a student pilot training folder for the license or rating sought. The folder will contain the table of contents, medical certificate, proof of citizenship, training record and any other documentation required by the Chief Instructor. Training folders must remain at the flight school and will remain on record for five years. At the end of 5 years the pilot will be notified that his/her records will be returned. Records that are not returned will be destroyed.

502. Student Pilot Restrictions

a. The student practice area is defined as an area starting five miles west of Shannon Airport and bounded by State Route 3, Lake Anna and I95, and the route to and from Stafford Airport. This area is outlined on a sectional chart and posted in the PIF at the Flight School.

b. Solo flights by student pilots may only be made in single engine, fixed gear aircraft of less than 200 horsepower.

c. Touch and go landings are not approved during student solo operations by private pilot students at any airport at any time. Instructors are required to ensure students are taught the proper follow through actions for full stop landings and go-arounds prior to recommending the student for solo flight and when revalidating continued solo proficiency.

503.Student Weather Minimums

a. Traffic Pattern and Student Practice Area:

1. Student solo flight will not be conducted when ceilings are below 3,000 feet AGL and/or visibilities are less than 5 SM.

2. Student solo flight will not be conducted when surface winds exceed a 12 knots headwind component or 6 knots crosswind component, and/or surface winds are gusting greater than 12 knots.

b. Student solo flight outside the Student Practice Area (in addition to the restrictions in 503.a):
1. Student solo flight will not be conducted when the ceilings at the departure airport, arrival airport, and enroute area are below 3000 feet AGL and/or visibilities are below 5 SM.
2. The student pilot's designated instructor will be present to dispatch the student for any flight, unless the instructor has made arrangements with another SSA contracted instructor to do so.
3. Student pilots must plan their flight such that they are on the ground not later than one hour prior to sunset. Solo student pilot night flights are not permitted.

504. Student Pilot Currency
Students must have flown with an Instructor Pilot within the last 30 days in order to fly solo. Instructors dispatching students to fly solo will conduct a logbook inspection to verify this requirement has been met.

505. Flight Instructor Assignments
To the maximum extent possible, each student will be assigned one flight instructor to supervise his/her training. To balance the instructor workload, optimize the quality of instruction, and ensure equitable distribution of students, newly arrived students will be assigned to Instructors by the Chief Instructor. The process for assigning a new student is as follows:

d. The name/phone number of a new student will be passed from the person who receives the request for information (Owner, Accountant, or Instructor Pilot) to the Chief Instructor. The Chief Instructor will then assign an Instructor to the new student. The gaining instructor will contact the prospective student in person, or by telephone within 24 hours and report the results to the Chief Instructor.

e. The Chief Instructor will assign the student as discussed in Paragraph 505. Assignments will be entered in a student assignment log maintained by the Chief Instructor.

f. Name requests for a specific instructor by students will be honored and, as assigned, will be entered in the Chief Instructor's log.

506. Prerequisites for Student Solo Flight
a. Student pilots must comply with the provisions of this manual.

b. Prior to initial solo flight, students must complete a pre-solo written examination and a stage check flight approved by the Chief Instructor. The written exam must be critiqued to 100% by a SSA instructor and filed in the student pilot training folder along with the written SOP test and aircraft questionnaire. A student must also have received all the proper logbook and pilot certificate endorsements.

c. Prior to solo flight outside of the traffic pattern, a student must:
   1. Complete all items in Paragraph 506.b above.
   2. Complete two supervised solo flights in a traffic pattern. An SSA Instructor Pilot must be present, on the ramp, supervising those flights.

d. Prior to solo cross-country flight, a student must:
   1. Complete the requirements of Paragraph 506.b and c above.
   2. Complete a stage II check given by the Chief Instructor or a check pilot designated by the Chief Instructor.
   3. Have passed the FAA Private Pilot Knowledge Test. Exceptions must be approved by the Chief Instructor.
   4. Received all the proper logbook and pilot certificate endorsements.

507. Practicing Emergency Procedures
Student pilots will not practice emergency procedures, simulated forced landings, unusual attitude recoveries, or spins without an Instructor Pilot on board the aircraft.

508. Radio Calls
Student pilots will identify themselves when solo by stating "Student Pilot" after the aircraft call sign on each radio transmissions to ATC.

509. Right Seat Checkout
a. FAR parts 61 and 91 do not specifically address the seat location in which a PIC flies an airplane. Therefore, PIC status must be determined before the flight.

b. The following policy is effective regarding "right seat checkouts":
   1. The checkout will not be used to allow non-flight school instructors to give flight instruction or allow another pilot not checked out to operate the aircraft in the traffic pattern, including take-off and landings, or at any time during IMC conditions.
   2. An instructor giving such a checkout will create an appropriate endorsement in the airman's logbook to document the checkout.
   3. Individuals who fly Flight School aircraft from the right seat are prohibited from giving or logging flight instruction unless they are an authorized SSA flight instructor.

Chapter 6
Airfield Operations at Shannon Airport

601. General

a. The operation of Flight School aircraft within the KEZF Class E and Class G airspace and on the airfield will be in accordance with the FAR's and the AIM. Non- standard entry and exit in the pattern is not authorized. All VFR traffic will fly left turns in the pattern. All aircraft will enter the pattern at a 45-degree angle to the downwind such that entry onto the downwind leg will be made at pattern altitude. Pilots flying an instrument approach may announce and continue from a straight-in approach provided there is not a conflict with aircraft in the pattern. If a potential conflict exists, the aircraft on the instrument approach is expected to either execute a circle to land in accordance with established instrument procedures or discontinue the approach.

b. Solo flight into the Washington Area Special Flight Restriction Area by student pilots is prohibited. Licensed pilots may fly authorized aircraft into the Special Flight Restriction Area strictly in accordance with FAA published procedures.

602. Hours of Operation

In order to provide pilots with the maximum flexibility to schedule and fly, there are no published operational hours for the Flight School. Instructors may schedule, conduct ground training, flight training and other instructional activities at any time of the day. Pattern work at Shannon (EZF) is not authorized after 10:00 PM.

603. Emergency Procedures

a. Aircraft experiencing an emergency will be given priority over all other aircraft.

b. When an emergency is occurring at Shannon, aircraft will normally be directed to depart the airport traffic area and if necessary, divert to another airport.

604. Taxi Procedures

a. Runways
   1. The Shannon Airport landing area consists of Runway 6/24 which is 2,999 feet long and 100 feet wide.
   2. All Flight School aircraft are required to back-taxi to the end of the runway (not including the blast area on runway 6) for full runway takeoff.

b. Taxi Instructions
   1. Pilots will monitor the CTAF frequency prior to initial movement from the parking area.
   2. SSA pilots will perform brake checks upon first roll.
   3. Pilots should perform run-up operations from the designated run-up areas.
   4. Pilots will ensure that the final approach area and runway are clear of aircraft prior to entering the runway. Shannon Airport hosts aircraft that do not have radios, so pilots are to be vigilant for unannounced aircraft in the pattern.
   5. After landing, pilots will exit the runway expeditiously onto the ramp. If the pilot intends to execute another takeoff, the pilot will wait in turn for takeoff.
   6. Back taxi in tandem with other aircraft is prohibited.

7. Aircraft will not taxi back using the grass area on either side of the runway.

c. Airfield Lighting and Wind Direction Indicators
   1. Airfield Rotating Beacon
      (a) A rotating beacon, transmitting alternating green and white light beam, is located on top of a tower adjacent to the parking lot.
      (b) The rotating beacon will be in operation from sunset to sunrise daily.
      (c) The yellow Wind-T is lighted and normally aligned with the wind direction.

605. Takeoff Procedures

Less than full runway departures are not authorized at Shannon Airport. Stop and go operations are not authorized at Shannon Airport. All pilots must ensure sufficient runway is available for the aircraft loading and field conditions.

606. Departure Procedures

Normal departures for aircraft will be made in accordance with the following procedures. Unless required under IFR, all pilots will use established departure procedures published in the AIM.

607. Normal Traffic Pattern Entry and Approaches

a. Traffic pattern altitude at Shannon is 1,100 feet MSL. Pilots will use established pattern procedures per AIM 4-3-3 and 14 CFR 91.113.

608. Landings at Shannon Airfield

a. Touchdown must be made within the first half of the runway. Pilots will initiate an immediate go-around if touchdown will be beyond this point.

b. Landing on the grass strip (1300 feet in length) is prohibited for SSA aircraft.

c. Approaches to Runway 6/24 will be made sufficiently high to cross Rt. 2 (Runway 24) or the railroad tracks (Runway 6) at or above 135 feet MSL (50 feet AGL).

d. Touch-and-Go landings and Stop-and-Go landings are not authorized at Shannon Airport in SSA aircraft.

e. Landing on Runway 24 will be spaced sufficiently to allow for aircraft landing ahead to stop and taxi back onto the ramp area.

f. No pilot will land or taxi onto a runway that is still occupied by another aircraft.

609. Flight Precautions in the Vicinity of Shannon

The following airspace in the vicinity of Shannon will be avoided unless prior approval for flight in this airspace has been granted by ATC.

a. Restricted Area R-6601.

b. The Special Flight Rules Area (SFRA) surrounding the Washington DC airspace, including the FRZ (Fight Restricted Zone) around the National Capital Area.

c. Restricted Areas R-6611A, R-6613A and R-6612, in the vicinity of Dahlgren NAS.

d. The nuclear power plant located about midpoint on Lake Anna.

610. Bird Strike/Animal Avoidance

a. Birds and deer on the runway and taxiways are common at Shannon. These animals are accustomed to aircraft operating on the pavement and grass areas upon which they congregate.

b. Revving the engine while taxing past birds will not necessarily clear the runway of birds to prevent a bird strike on takeoff.

c. Given the close proximity to the Rappahannock River and the vegetation areas on the river side of the airfield, several items warrant attention.

1. Deer are active in the area. Their activities include crossing the runway and feeding.
2. Birds are known to build nests overnight in airframe openings. Pilots will ensure the appropriate engine intake plugs are inserted at the conclusion of each flight. During preflight inspection, pilots will thorough examine all engine intakes, control surface opening, and other openings.
3. Mud dauber wasps are also prolific builders within pitot tubes, static ports, and control surface openings. During preflight inspections, pilots will thoroughly examine these tubes, ports and openings.
4. Ground hogs have been known to burrow around the parking areas, taxiways and runways.
5. Large numbers of birds, including geese, have become accustomed to aircraft movement. The geese are slow to react to any aircraft movement especially when feeding. Pilots will exercise extreme caution around these large birds.
6. Seagulls congregate on all aircraft movement areas, particularly when the paved surface is warmer than the surrounding grass and/or morning/evening air. Although the gulls generally move in mass as an aircraft approaches, such movement is usually limited to short hops. Pilots will exercise extreme caution when operating in the vicinity of seagulls.
7. Other aquatic birds sometimes leave the river for the airfield. Ducks often congregate offshore in the vicinity of the extended runway centerline and lift off in formation in that area, just as aircraft are arriving and/or departing.

611. Aircraft – Auto Interaction

a. Cars sometimes proceed around the ramp and taxi areas around Shannon. Pilots should remain vigilant for cars or passengers in the vicinity of aircraft.

b. Pilots in taxiing aircraft will come to a complete stop if approached by an automobile or golf cart while on the ramp.

Chapter 7
Safety and Accident/Incident Reporting

701. Safety Culture and Reporting.

a. SSA wishes to foster a culture of safety reporting and of operating aircraft in a safe and responsible manner. Consistent with this goal, any pilot who "self-reports" a safety incident will not be punished. Instead, the incident will be used as a learning opportunity as well as a chance for the flight school to review its policies and procedures.

b. Should the flight school want to publish the incident as a learning example, the pilot's name will be withheld to ensure anonymity.

702. Accidents/Incidents

a. Pilots will report any and all FAA violations to the Chief Instructor and Owner immediately after notification by the FAA.

b. National Transportation Safety Board (NTSB) regulations govern certain accident/incident reporting criteria. If applicable, pilots will complete all required NTSB actions/reports and forward copies to the Owner. Additionally, pilots involved in an accident/incident will complete all actions required by this manual as listed on the accident/incident checklist (Figure 7-1) at the end of this chapter.

c. The FAA required accident/incident pilot report is listed as attachment 7-1. Pilots will complete this form as soon as practical after the occurrence.

703. Grounding

a. Any Instructor Pilot may ground an individual for violation of FARs or this SOP in SSA equipment. The Chief Instructor will investigate allegations of violations of FARs or SOP.

b. Any pilot involved in an accident/incident in SSA equipment will be administratively grounded until completion of the preliminary investigation and authorization by the Chief Instructor to return to flying status.

704. Directed Flight Reviews

The Chief Instructor may direct a flight review of a pilot at any time to determine his/her continued competency to rent Flight School aircraft.

705. Recommended Safe Operating Practices

The use of the following list of recommended operating procedures, while not mandatory, is highly encouraged. They represent prudent operations of civilian aircraft.

a. Conducting VFR flight when flight visibilities are 3-5 SM (marginal VFR) is not recommended.

b. Pilots that are Instrument rated and current planning to fly cross country should file an IFR flight plan even in VMC conditions. Pilots without an instrument rating should take full advantage of navigation aids and VFR Flight Following.

c. Pilots should execute gentle turns during climbs and descents to assist in keeping visually clear of other traffic.

d. Before turning, pilots must visually clear the area in the direction of the turn. When in a high-wing aircraft, pilots should momentarily raise the wing to assist in clearing. When flying high-wing aircraft, pilots should use extreme caution when climbing as visibility is obstructed and low-wing aircraft cannot see them approaching. Likewise, pilots of low-wing aircraft should exercise extreme caution when descending as visibility is restricted and pilots of high-wing aircraft cannot see them approaching.

e. Pilots should avoid flight through parachute areas.

f. Performance data listed in the aircraft manual was calculated with a new aircraft during aircraft certification testing. Pilots should use at least 15% margin above the recommended performance figures.

g. Use of IFR preferred routing is encouraged.

h. When ambient conditions dictate that aircraft lights would assist other aircraft to "see and avoid," aircraft lights should be ON during flight unless they interfere with pilot visibility or safety of flight.

i. Instrument rated pilots who are inexperienced in IFR approaches in actual IMC or who have reason to believe their proficiency is not what it should be are encouraged to add at least 200 feet to instrument approach minimums as a safety factor. This is especially important at night.

j. Night takeoffs and landings at Shannon Airport present added risk factors. When departing runway 24, there is a black hole effect on take off with rising terrain. On runway 6, the Pulsed Light Approach Slope Indicator (PLASI) is inoperative, the Approach Path Alignment Panels (APAP) are not lighted, and the terrain is higher than the airport thus extra diligence is needed. The trees on final approach are not visible at night. Therefore, pilots are cautioned to exercise extreme caution when conducting takeoffs and landings at night.

706. Report of Aircraft Accident.
Aircraft Accidents will be reported on FAA Form 8020-6, formerly FAA Form 2452. Preliminary notice to the FAA will be reported on FAA Form 8020-9.

Accident/Incident Checklist

- ☐ Notify Owner and Chief Instructor, and student's instructor if applicable
- ☐ Notify Airport Owners
- ☐ Pull pilot(s) folder, if a student
- ☐ Print pilot(s) training folder
- ☐ Pull Instructor Pilot's Instructor folder
- ☐ Pull aircraft logbooks
- ☐ Pull available dispatch forms
- ☐ Pull all Maintenance Forms for the incident aircraft
- ☐ Have pilot(s) complete statement(s) (Use pilot report form)
- ☐ If possible, take pictures of aircraft before it's moved
- ☐ Make copy of pilot's logbook to include at least the last 6 month's entries, and a copy of the last Flight Review endorsement
- ☐ Make a photocopy of the pilot's current license and medical certificates
- ☐ Record the aircraft Hobbs time: _____ and Tach time: _____
- ☐ Call the appropriate weather reporting station and request they provide a weather observation to encompass 1 hour prior to 1 hour after the accident/incident

Place all material in an envelope, seal it, and place it in a secure location

Figure 7-1

Chapter 8
Selected Responsibilities

801. Owner.
The Owner of SSA, LLC is the final authority regarding the business.
a. Responsible for the operation of the business.

b. Establish procedures as necessary to enable the safe and effective performance of daily flight operations.

c. Maintain the Standard Operating Procedures Manual and the Pilot Information File.

d. Establish and maintain SSA accounting and business office procedures.

e. Maintain and administer aircraft and instructor contracts.

f. Oversee and direct maintenance activities.

802. Chief Instructor Responsibilities.
The chief instructor is responsible for the supervision of flight training at SSA. Specific responsibilities are outlined in the Chief Instructor contract and in this SOP. The Chief Instructor is responsible to the Owner.

a. Perform all actions required of the Chief Flight Instructor by and for FAR Part 61 training program.

b. Conduct all initial Instructor Pilot standardization checks.

c. Conduct Stage Checks and End of Course Checks and appoint specific instructors as Stage Check or End of Course Check Pilots for each course of instruction offered.

d. Periodically review curriculum materials and the training syllabus for each course and update as necessary.

e. Assign instructors to students.

f. Assess the adequacy of training being conducted by instructors.

g. Recommend potential instructors for hire.

h. Oversee and facilitate the standardization of training.

803. Instructor Pilots

a. The Flight School will employ as many instructors as necessary to ensure the safe operation of the flight school. Instructors are both employees and independent contractors and subject to all FARs, this SOP, the terms of the Flight Instructor's contract and local airport procedures. Flight instructors are responsible to the Chief Instructor.

b. Instructor Pilots:

1. Comply with the requirements of the SOP and all directives.
2. Will receive an initial Flight Instructor Checkout, given by the Chief Instructor, prior to being nominated to perform any flight instruction. Will be responsible for conducting approved flight instruction in accordance with the provisions of this manual and applicable FARs. Will take immediate corrective action if they notice any unsafe operations or violations of FARs or provisions of this manual.
3. Will receive a checkout given by the Chief Instructor, or designee, prior to conducting training in each course of training in which they are assigned to instruct.
4. Will receive a checkout given by the Chief Instructor, or designee, prior to conducting training in each make and model of aircraft in which assigned to instruct.
5. Will be assigned to give flight instruction in any area for which qualified, depending on the needs of the Flight School (i.e., Student/Private, Commercial, Instrument, Flight Instructor, Multi-Engine, Airline Transport Pilot, and Checkouts or Flight Reviews).
6. No Instructor may provide instruction in any aircraft unless the Instructor has made at least three takeoffs and landings within the previous 90 days in the same make and model aircraft. An Instructor who has not flown a Flight School aircraft within the past 60 days may not instruct until completion of an Instructor standardization flight with the Chief Flight Instructor or designee.
7. Any instructor may be removed from the Instructor list for failure to comply with Instructor responsibilities specified herein or for noncompliance with FAA regulations.

804. Accounting.

SSA employs an accountant. The Owner supervises the accountant. The accountant's responsibilities include the following:

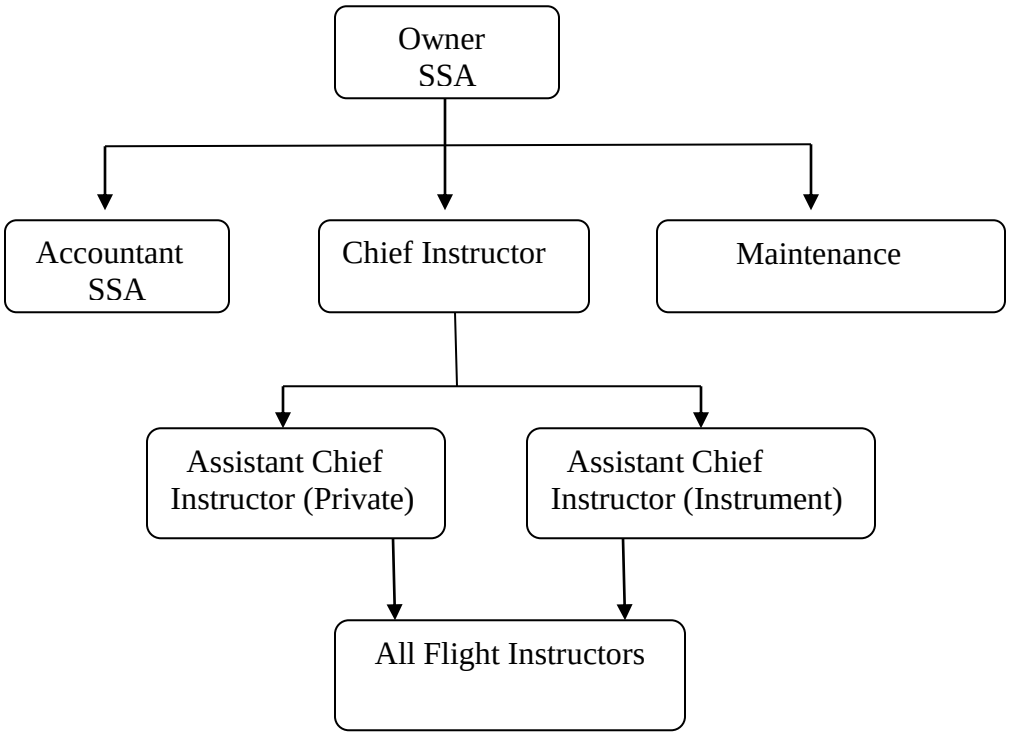
a. Collects dispatch sheets, collects funds, maintains a business accounting ledger and disburses all payments to vendors.
b. Prepares and pay all appropriate taxes, including state sales tax, property tax, state and federal income tax, and prepares Form 1099 for all independent contractors.
c. Assists the Owner in the efficient scheduling of pilots and aircraft, interacting with maintenance personnel and other actions as directed by the Owner.

805. Maintenance.

SSA uses certificated maintenance as the first source for all maintenance actions. The Chief Pilot is responsible for scheduling aircraft for maintenance, ensuring that aircraft are clean, conducting a daily review of the aircraft maintenance board and making aircraft available for servicing. The Plane Doctor under B. Boucher is responsible for the following.

a. Conducting all maintenance actions in accordance with FARs and appropriate maintenance documents and references.
b. Advising the Owner and, if requested, the aircraft owner, of necessary maintenance actions and associated options, costs and impacts.

Figure 1: Chain of Command



APPENDIX A
Alien Flight Training Rule Validation Checks

1. The Transportation Security Administration (TSA) alien flight training validation rule applies only to flight training for a sport pilot certificate, recreational pilot certificate, private pilot certificate, instrument or multi-engine rating. All students must prove citizenship status before taking flight training for these certificates.

2. When training US citizens for the above ratings, the instructor must check the student's proof of citizenship. A US passport or birth certificate with a raised seal are both acceptable. The Flight School must keep a copy of the student's proof of citizenship for five years (preferred SSA procedure), OR the instructor must endorse both the instructor's and student logbooks as follows:

> I certify that [student's name] has presented me a [type of document] establishing that [he/she] is a US citizen or national in accordance with 49 CFR 1552.3(h).
> [date, instructor's signature and CFI number].

Once completed, the student is OK to begin training.

3. TSA has imposed the validation rule to ensure that non-US citizen prospective students pose no threat to the security of the United States. SSA may elect to train non-US citizens as part of its Flight School. The following rules and procedures apply to any non-US applicant for flight instruction. Note: If training foreign nationals (green card and visa holders), flight reviews and proficiency checks are exempt.

Foreign nationals must complete a background check with TSA and receive TSA clearance to begin training. If the student is in the US on visitor status (B1 or B2), then the student is ineligible for training. Otherwise, the following applies.

- The instructor registers with TSA at www.flightschoolcandidate.gov/fsindex.html.
- The student presents a current, valid passport
- The student registers and applies for training with TSA (www.flightschoolcandidates.gov)
- Instructor confirms student's request.
- Student pays TSA $130 processing fee.
- TSA preliminary decision received.
- Student submits fingerprints to TSA
- TSA confirms receipt of fingerprints and fee and allows flight training to begin.
- Student photo must be taken on the first day of flight training and sent to TSA.
- TSA notifies instructor if training needs to stop.

4. Flight instructors must complete initial and annual security awareness training. Recurrent annual security awareness training must be provided by the Flight School for each active CFI and any employee in direct contact with students.

APPENDIX B

PILOT CHECK OUT

Member Name: _____ Aircraft: _____

CFI Name: _____ Date: _____

	Instructor' Initials
I. Administration	
A. Rental Agreement	
i. Late cancellation fees	_____
ii. SOP, currency requirements (good for 1 yr)	_____
iii. Insurance deductibles	_____
B. Account on Flight Schedule Pro	_____
C. Dispatch procedures, recording flight time	_____
D. Enter Pilot's Certificate, Medical information into FSP	_____
E. Complete aircraft questionnaire, ADIZ on-line test	_____
F. Complete Flight School SOP Test	_____
I. Preflight Planning	
A. Weight & Balance	_____
B. Aircraft Systems	_____
C. Aircraft Performance – T/O, landing, accelerate/stop	_____
D. Training area, local landmarks and SFRA procedures	_____
E. Verify current sectional	_____
II. Ground Ops	
A. Preflight	
i. Airworthiness – maintenance checks	_____
ii. Visual inspection of aircraft	_____
B. Avionics Familiarization	_____
B. Runway/ taxiways	_____
C. Run-Up procedures	_____
III. Normal Maneuvers	
A. Steep Turns	_____
B. Slow Flight	_____
C. Power-Off Stall with flaps	_____
D. Power-On Stall	_____
IV. Emergency Maneuvers	
A. Emergency Landing	_____
B. No flap landing (instructor option)	
V. Pattern	
A. Normal & Crosswind Takeoff and Landing	_____
B. Short-field Takeoff and Landing	_____
C. Soft-field Takeoff and Landing	_____
VI. Instrument Flight (for instrument privileges)	
A. Unusual attitude recovery	_____
B. VOR or GPS approach	_____
C. ILS approach (if locally available)	_____

Member's signature: _____ Date: _____/_____/_____

CFI signature: _____

AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

FROM *(Office of origin)*:	TO:	DATE *(UTC)*:	TIME *(UTC)*:

CODE	*(First words of text)* **AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE-Part 1**
A	1. INFORMATION FROM:
B	1. REGISTRATION NO: / 2. MAKE AND MODEL: / 3. OPERATOR OF AIRCRAFT:
	4. TYPE OF ACTIVITY *(Air taxi, instruction, pleasure, aerial appl., business, executive, sightseeing, etc.)* IF KNOWN:
	5. BRIEF DESCRIPTION OF CIRCUMSTANCES SURROUNDING OCCURRENCE:
	6. WEATHER DATA:
	7. AIRCRAFT DAMAGE: A ☐ DESTROYED B ☐ SUBSTANTIAL C ☐ MINOR D ☐ FIRE E ☐ NONE
C	**OCCUPANTS – INDICATE INJURIES: FATAL, SERIOUS, MINOR, NONE**
	1. NAME AND ADDRESS OF PILOT/INJURY: / 2. NAMES OF CREW/INJURIES: / 3. NO. OF PASSENGERS/ INJURIES:
D	1. LOCATION OF OCCURRENCE *(Nearest city, town, and state) (Give route if overdue or missing):*
E	1. UTC DATE AND UTC TIME OF OCCURRENCE:
F	1. INFORMATION ON COVERAGE OF OCCURRENCE BY FAA, NTSB, OTHER:
G	FAA AIR TRAFFIC SERVICES SUMMARY OF FLIGHT HANDLING
	1A. LAST DEPARTURE POINT: / 1B. UTC DATE AND UTC TIME: / 1C. INTENDED DESTINATION:
	2. LAST RADIO CONTACT/POSITION AND/OR RADAR POSITION:
	3. LAST ATC CONTROL CLEARANCE:
	4. FLIGHT PLAN: A ☐ IFR B ☐ VFR C ☐ NONE D ☐ UNKNOWN
	5. PILOT BRIEFING: A ☐ YES B ☐ NO C ☐ UNKNOWN
	6. OTHER:

RECEIVED AT:	DELIVERED TO:	TIME:

RECEIVED VIA:	RECEIVED BY *(Signature and Title):*
A ☐ IN PERSON B ☐ RADIO C ☐ TELEPHONE	

NOTE: Part 2

A ☐ ON OTHER SIDE B ☐ ON SEPARATE FORM C ☐ NOT REQUIRED

AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE

FROM *(Office of origin)*:	TO:	DATE *(UTC)*:	TIME *(UTC)*:

CODE — *(First words of text)* **AIRCRAFT ACCIDENT/INCIDENT PRELIMINARY NOTICE-Part 2**

H

1. REGISTRATION NO:	2. MAKE AND MODEL:	3. UTC DATE OF ACCIDENT/INCIDENT:

I

STATUS OF POTENTIALLY INVOLVED AIRWAY FACILITIES
(CHECK [v] MARK STATUS AS INDICATED BY MONITOR OR REPORTED BY A.F. TECHNICIAN)

1. FACILITY TYPE:	2. LOCATION RUNWAY IDENTIFIER:	3. JUST PRIOR TO OCCURRENCE:		4. AT TIME OF OCCURRENCE:		5. FLIGHT INSPECTION:			
		A NORMAL	B ABNORMAL OR OUT OF SERVICE	A NORMAL	B ABNORMAL OR OUT OF SERVICE	CON-DUCTED		SATIS-FACTORY	
						A YES	B NO	C YES	D NO

6. REMARKS *(Explain briefly any entry above that is check marked as abnormal, or out of service):*

J

STATUS REPORT RECEIVED FROM PILOTS OR OTHERS

List below any facilities reported by pilots or other persons as either operating normally, abnormally, or out of service just prior to, at the time of, or immediately following the time of the accident.

1. FACILITY TYPE:	2. LOCATION/ RUNWAY IDENTIFIER:	3. IDENTIFICATION NO. OF AIRCRAFT AND NAME OF PERSON FROM WHOM REPORT WAS RECEIVED:	4. STATUS REPORT *(Normal, abnormal, out of service, etc.)*:	5. TIME OBSERVATION *(UTC)*:

6. REMARKS *(Briefly describe th e nature of any reported abnormally, reason for being out of service, etc.)*:

RECEIVED AT:	DELIVERED TO:	TIME:

RECEIVED VIA:	RECEIVED BY *(Signature and Title):*
A ☐ IN PERSON B ☐ RADIO C ☐ TELEPHONE	

NOTE: Part 1

A ☐ ON OTHER SIDE B ☐ ON SEPARATE FORM

DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION
REPORT OF AIRCRAFT ACCIDENT

REPORT DATE

REPORT NO. - -

NAME OF REPORTING FACILITY

1. AIRCRAFT TYPE AND IDENTIFICATION	2. DATE/TIME OF ACCIDENT (GMT)	3. LOCATION OF ACCIDENT

4. NATURE OF ACCIDENT	5. TYPE OF FLIGHT

6. FLIGHT CREW

NAME	POSITION	ADDRESS (CITY AND STATE)	UNIN-JURED	IN-JURED	FATAL-ITY

7. PASSENGER DATA (If available, list names, addresses, extent of injuries, and other information on continuation sheet.)	NUMBER ABOARD AIRCRAFT 0	NUMBER UNIN-JURED 0	NUMBER INJURED 0	NUMBER FATAL-ITIES 0

8. AIRCRAFT DAMAGE	9. PROPERTY DAMAGE

10. OPERATING STATUS OF NAVIGATIONAL AIDS/LIGHTS/COMMUNICATIONS

11. WEATHER DATA

CONDITIONS IN ACCIDENT AREA AT TIME OF ACCIDENT

REPORT JUST PRIOR TO ACCIDENT	DATE/TIME

FIRST REPORT SUBSEQUENT TO ACCIDENT	DATE/TIME

12. ATS PERSONNEL INVOLVED

NAME	FACILITY	OPERATING POSITION	CHECK IF EYEWITNESS
*(Operating Initials)			

13. SIGNATURE OF FACILITY CHIEF