

JA Flight Training

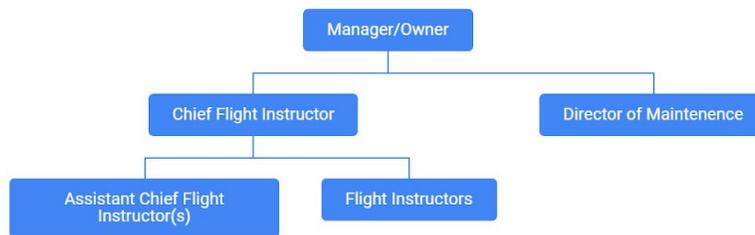
Safety Procedures & Practices

Company Overview and Operating Practices

1.1 Mission Statement

1.1 JA Flight Training was established in 2008 with the mission to provide high quality flight training and unsurpassed customer service in helping customers achieve their flying goals.

1.2 JA Flight Training Staff



1.3 Flight Safety

1.3.1 Flight safety is everyone’s responsibility. Staff and customers are encouraged to immediately bring any safety related issues, or any potential safety issues to the manager’s attention.

1.4 Flight Instructor Status

1.4.1 For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees are required to comply with the procedures in this manual. This is necessary because of the high degree of standardization and supervision required to conduct flight operations without undue risk to the customers, staff, and general public. It does not imply any status used by the IRS for defining employee status.

1.7 Facilities

1.7.1 Staff members shall actively ensure the facility, aircraft hanger and ramp areas are kept clean and safe. Dispose of all outdated charts and regulations.

1.8 Terms and Definitions

- ◆ The term “company” used in this manual refers to JA Flight Training.
- ◆ The term PIC refers to the Pilot In Command of the aircraft.
- ◆ The term “Student” refers to someone who is receiving flight training from JA Flight Training.

- ◆ The term “Stabilized Approach” means the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path; 1000 ft AGL for IFR, 500 ft AGL for VFR.
- ◆ The term “TAA” refers to a technically advanced aircraft, or one having a GPS with moving map display, with or without the ability to couple the GPS navigation data to an autopilot.

Aircraft Dispatch Procedures

2.1 Dispatch Procedures

- 2.1.1 Aircraft shall not be dispatched unless the dispatching authority has personally verified that the procedures established in this manual have been accomplished.
- 2.1.2 Aircraft keys shall be kept in a secure location, inaccessible to customers.
- 2.1.3 Aircraft shall be locked whenever not in use following TAS security measures.

2.2 Dispatch Authorization

- 2.2.1 The following staff members are authorized to dispatch aircraft:
 - a. Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned customers.
 - b. All flights where a student pilot is flying solo shall be dispatched by a flight instructor who is present at the airport and familiar with the student's capabilities. (Supervised Solo)

2.3 Dispatcher Actions

- 2.3.1 The individual dispatching an aircraft shall ensure the PIC:
 - ◆ Has read the pertinent sections of this manual and the Current Notices Board.
 - ◆ Has presented a valid government picture identification.
 - ◆ Meets the currency requirements of Schedule A – JA Flight Training rental agreement.
 - ◆ Has a valid FAA Pilot Certificate in his/her possession.
 - ◆ Has a valid FAA Medical Certificate in his/her possession.
 - ◆ Has completed the JA Flight Training Dispatch Form.
 - ◆ Has completed a Rental Agreement.
 - ◆ Has an account in good standing.
- 2.3.2 Aircraft shall not be dispatched to student pilots unless authorized by their assigned instructor. (Supervised Solo)

- 2.3.3 If a student pilot makes an unscheduled landing, the aircraft shall not be re-dispatched without the Chief or Assistant Chief Instructor's authorization.
- 2.3.4 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft shall not be re-dispatched unless approved by the Maintenance Director, Chief Instructor, Assistant Chief Instructor, or owner.
- 2.3.5 Dispatcher and PIC shall check the discrepancy log to ensure that there are not any open discrepancies or that those discrepancies have been deferred.

Aircraft Operations

3.1 Preflight Actions

- 3.1.1 The PIC shall ensure that all preflight action required by FAR 91.103 has been complied with prior to flight.
- 3.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended flight is onboard the aircraft.
- 3.1.3 The PIC shall verify that the aircraft status sheet available in the aircraft keybook indicates that all required aircraft inspections required by 14 CFR 91 have been complied with.
- 3.1.4 The PIC shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour (60 MINUTES) at normal cruise consumption in an airplane.
- 3.1.5 The PIC shall terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour (60 MINUTES) fuel reserve in an airplane.
- 3.1.6 The PIC shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment. Hangar is preferred.
- 3.1.7 The PIC shall compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
- 3.1.8 The PIC shall calculate weight and balance data for each flight.
- 3.1.9 The PIC shall not conduct or practice stalls and steep turns so that the recovery is less than 1,500 ft AGL or over a congested area. Ground reference maneuvers shall not be conducted over a congested area and no lower than 1000 ft AGL.
- 3.1.10 The PIC shall preheat the aircraft engine or engines when the temperature drops below 40° F. Enough time should be allotted to heat the engine properly. All snow and frost

shall be removed from the airplane before flight. After starting the engine(s), you will need enough running time to bring the oil temperature into the green before takeoff.

3.2 Ground Operations

- 3.2.1 The PIC shall not taxi on surfaces where braking action or directional control is questionable, or when excessive cross winds or limitations are exceeded.
- 3.2.2 The PIC shall not takeoff or land on surfaces with standing water, snow, ice or other F.O.D.
- 3.2.3 The PIC shall ensure that fire extinguishers are readily accessible during engine start and aircraft refueling.
- 3.2.4 The PIC is personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.
- 3.2.5 The PIC shall use the designated tow bar to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the airplane.
- 3.2.6 The PIC shall park aircraft only in designated ramp areas. The PIC shall use cowl plugs and pitot covers if available when parking outside.
- 3.2.7 The PIC shall ensure that smoking is prohibited in, or within 50 feet of aircraft.
- 3.2.8 The PIC shall ensure that airplanes are tied down or in a hangar, at least one main wheel chocked, flight control lock installed, all doors locked and the pitot tube cover installed when parked.
- 3.2.9 The PIC shall ensure that passengers do not board or deplane when any of the aircraft engines are operating.
- 3.2.10 During preflight operations, the PIC shall treat all propellers as if the engine may start, and shall ensure:
 - ◆ All passengers remain well clear of propeller.
 - ◆ Mixture is in the cutoff position.
 - ◆ Magnetos are off.
 - ◆ Aircraft Key is not in the ignition/magneto switch.

3.3 Engine Starting and Taxiing

- 3.3.1 The PIC shall ensure that Aircraft Taxi and Ground Operations are conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.
- 3.3.2 Before starting engines the PIC shall turn on the beacon lights, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

- 3.3.3 The PIC shall use caution to prevent damage as a result of propeller blast.
- 3.3.4 The PIC shall be thoroughly familiar with engine fire procedures during start. The PIC shall:
- ◆ Use caution not to over prime.
 - ◆ In case of engine fire during start, follow manufacturers guidance; however, do not endanger themselves or their passengers.
 - ◆ Do not try to fight the fire if they have exited the aircraft.
- 3.3.5 The PIC shall obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports, before leaving the parking spot.
- 3.3.6 The PIC shall not taxi within 10 feet of any obstacle or aircraft unless designated taxi lines, suitable for the make and model aircraft being operated, are used.
- 3.3.7 The PIC shall not exceed 5 MPH taxi speed in congested areas.
- 3.3.8 The PIC shall not taxi when ground visibility is less than 1/4 SM.
- 3.3.9 The PIC shall observe aircraft “right-of-way” regulations of 14 CFR 91.111 and 91.113.

3.4 Student Solo Weather Minimums

- 3.4.1 Day VFR airplane minimums are 2,500 foot ceiling and 3 miles visibility for all flights in the traffic pattern.
- 3.4.2 No night Sport/Private student Solos.
- 3.4.3 Student pilots shall comply with maximum crosswind component data posted in the aircraft checklist/POH.
- 3.4.4 Student pilots shall not takeoff when the tailwind component exceeds 5 Knots.
- 3.4.5 Flight shall not be initiated if surface winds are actual or forecast to be greater than 25 knots and flights shall be terminated as soon as practicable if surface winds exceed 30 knots.
- 3.4.6 LAHSO (Land and Hold Short Operations) are not authorized for solo students. For renter pilots with SPORT/PVT Certificates and above – LAHSO are not authorized if weather is below 5 miles visibility.

3.5 Night Flight

- 3.5.1 The following ***shall not*** be performed at night:

- ◆ Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight.
- ◆ Operations at airports without runway lighting.
- ◆ Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.
- ◆ Simulated emergency training, to include forced landings, except to lighted runways.
- ◆ Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction.
- ◆ Local VFR night flight, unless the pilot maintains visual contact with an airport approved for night operations or holds a current instrument rating.
- ◆ Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls.
- ◆ Land and Hold Short Operations (LAHSO).

3.6 Operations at Uncontrolled Airports

3.6.1 When operating at an non-towered (uncontrolled) airport, the PIC shall:

- ◆ Avoid extended holding delays across the hold line or in takeoff position (*i.e.* **NO LINE UP AND WAIT**).
- ◆ Not perform straight-in VFR approaches to the airport (*Note:* This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.
- ◆ Self-announce pattern position on 45° entry, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*.
- ◆ Only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Instructor.
- ◆ Not takeoff or land airplanes on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater.
- ◆ Not takeoff or land airplanes on runways less than 50 feet wide.
- ◆ Overfly (500' Above Ground Level (AGL) minimum) an airfield with unknown runway surface or approach conditions before landing. (*Note:* Not applicable to actual instrument approaches.)

3.7 Minimum Altitudes

3.7.1 The PIC shall:

- ◆ Not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction.
- ◆ Not descend airplanes below 500' AGL unless the aircraft is established on a stabilized approach.
- ◆ Not descend airplanes below 500 feet AGL during practice simulated forced landings, except to approved runways.
- ◆ Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft.
- ◆ Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft – and 3000 ft in a multi-engine aircraft.

3.8 Other Restrictions

3.8.1 The PIC shall not:

- ◆ Conduct formation flights.
- ◆ Use company aircraft for towing aircraft or banners.
- ◆ Use company aircraft for parachuting or sky diving.
- ◆ Use company aircraft for commercial purposes.
- ◆ Takeoff with snow or frost on the aircraft.
- ◆ Land on runways with braking action poor or nil.
- ◆ Conduct simulated emergency procedures unless a company instructor is on-board the aircraft.
- ◆ Fly outside the United States unless trained, reviewed, and authorized (must clear US Customs).
- ◆ Carry any hazardous cargo, illegal cargo, or illegal alien.
- ◆ Attempt to takeoff if they have made an unscheduled off-airport landing.
- ◆ Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction.
- ◆ Hand prop any aircraft.
- ◆ Perform intentional in-flight engine shutdowns except in Multi-Engine training with instructor.

3.8.2 The PIC shall occupy the left front seat in side-by-side aircraft except when:

- ◆ A pilot is enrolled in a flight instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area.

- ◆ The pilot is a flight instructor flying under VFR in the local training area.
- ◆ The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks.

3.8.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.

3.9 Refueling

3.9.1 During refueling of an aircraft, the PIC shall ensure that:

- ◆ No passenger's nor crew members are in the airplane.
- ◆ All aircraft power has been turned off prior to refueling.
- ◆ Cell phones and electronic devices are not used during refueling within 100 feet of fueling operation.
- ◆ The aircraft is grounded prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft.
- ◆ The ground is maintained until fueling connections have been removed.
- ◆ There is no refueling if thunderstorms are present in the vicinity of the airport.
- ◆ There is No Smoking within 100 feet of the refueling operation.
- ◆ The fuel amounts are recorded on the Hobbs/Tach sheet.

Pilot Training

4.1 Training Prerequisites

4.1.1 Customers enrolled in the Private Pilot Course, Instrument Rating Course or Commercial Certification Course must have a valid FAA medical certificate prior to the first flight lesson. Sport pilot customers shall use their driver's license restrictions.

4.1.15 Students must have the ability to speak, read, write and understand the English language. Reference Advisory Circular 60-28.

4.2 Student Pilots

4.2.1 Solo Student Pilots shall not:

- ◆ Fly when the crosswind component exceeds 10 knots.
- ◆ Fly when the surface wind exceeds 20 knots.

- ◆ Fly in the traffic pattern when weather is less than 2500' Ceiling and 3 Miles Visibility.
- ◆ Fly in the local training area when weather is less than 4000' Ceiling and 5 Miles visibility.
- ◆ Fly Cross Country when the weather is less than 5000' Ceilings and 10 miles visibility.
- ◆ Perform touch-and-go landings. Only stop and go's or taxi back are allowed.
- ◆ Student Pilots shall **not** participate in the LAHSO (Land and Hold Short Operations).
- ◆ Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight shall include all items listed in 14 CFR 61.87.
- ◆ Fly solo between the hours beginning 30 minutes before Sunset and ending at Sunrise.
- ◆ Conduct simulated forced landings or engine failures.
- ◆ Practice stalls and steep turns below 3000 ft AGL – Twins above 5000 ft AGL.

4.2.2 The Chief or Assistant Chief Instructor shall develop standard training cross-country routes. The Chief or Assistant Chief Instructor may authorize the use of other routes.

4.2.3 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot shall have completed a satisfactory flight check with the Chief or Assistant Chief Instructor.

4.2.4 On the first solo cross-country flight, student pilots shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief or Assistant Chief Instructor.

4.3 Written Tests

4.3.1 Required written tests are detailed in FAR 61.

4.3.2 All written exams shall be documented in the student's files.

4.3.4 The minimum passing score on any test is 80 percent. An instructor shall correct the test to 100 percent and review all deficient areas with the customer prior to flight. Customers receiving less than 80% on a written test shall be referred to the Chief Instructor.

4.3.5 Questions should provide the customer a self-paced study of all pertinent aspects of the subject material and flow sequentially from the source documents.

- 4.3.6 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall also be evaluated.

4.4 Runway Incursion Awareness/Collision Avoidance

- 4.4.1 All training courses shall emphasize Runway Incursion Awareness and collision avoidance. As a minimum all aspects of Advisory Circular 91-73 and 90-48C - Pilots' Role in Collision Avoidance shall be covered with each customer.
- 4.4.2 No reading of checklists during taxi operations. Taxi diagram shall be required by the PIC during all taxi operations.

4.5 Simulated Forced Landings

- 4.5.1 Simulated forced landings shall not be conducted over a populated area. Students shall be trained for forced landings on and off airport. The student and instructor shall not intend to land off airport. For long descents of more than 5 minutes with simulated engine out; and more than 800ft AGL, the instructor shall advance power at least 1500 rpm to check for proper engine operation. Pilots shall consult the Airplane Flight Manual prior to conducting this maneuver to familiarize themselves with proper engine operation and cool down procedures.

4.6 Flight Training Practice Area

- 4.6.1 Instructional flights shall monitor the JA company frequency of 123.5 while in the designated student practice area and report any updates or scheduling changes.
- 4.6.2 Appropriate VFR altitudes shall be used during all day/night VFR training and solo operations.
- 4.6.3 Clearing turns shall be made before any training maneuvers.

Aircraft Discrepancies

5.1 Grounding

5.1.1 Aircraft operated by JAFT shall be removed from service when:

- a. Any mechanical issue/discrepancy is encountered during pre-flight, flight, or post-flight inspection which renders the aircraft unairworthy; All discrepancies shall be reported by the instructor, renter, or flight student; The discrepancy shall be recorded on the Aircraft Discrepancy Log in the black binder and then reported to the flight dispatcher. No person may discourage the recording of a discrepancy; Any person discovering a discrepancy becomes responsible for the recording of the discrepancy per 14 CFR §91.405 (a);
- b. Scheduled maintenance is due (e.g., 100 hour, Annual, Pitot/Static, Transponder, recurring ADs);
- c. An AD is issued that requires immediate compliance; and
- d. Any condition that in the opinion of the instructor, renter, flight student, Chief or Assistant Chief Flight Instructors would affect the airworthiness of the aircraft.

5.1.2 When an aircraft is removed from service:

- a. The Flight Dispatcher shall remove the aircraft from service by taking custody of the black binder (includes aircraft key); if the black binder is with the aircraft at the time the aircraft is removed from service, the black binder shall be returned to the Flight Dispatcher as soon as practicable;
- b. The Flight Dispatcher shall record a red maintenance status in Flight Schedule Pro (the scheduling software);

- c. The Flight Dispatcher shall record a red maintenance status on the white board behind the Flight Dispatcher's desk in plain public view;
- d. The Flight Dispatcher shall notify the Chief and Assistant Flight Instructors of the maintenance discrepancy;
- e. The Chief or Assistant Chief Flight Instructors shall initiate a maintenance service order to a JAFT approved maintenance vendor;

5.1.3 Each aircraft shall have a black binder assigned to it that contains:

- a. aircraft keys;
- b. maintenance status sheet;
- c. Hobbs & Tach start and finish logs; and
- d. a Maintenance Discrepancy Reporting Log.

5.1.4 The aircraft black binders shall be kept under lock and key by the Flight Dispatcher in a secure cabinet and shall only be issued to flight instructors or renters when aircraft are dispatched in a green/airworthiness condition. Keys to the cabinet shall be kept by the Flight Dispatcher, and Chief and Assistant Chief Flight Instructors.

5.2 Return from Maintenance Procedures

Aircraft operated by JAFT shall only be returned to service when:

- a. The Director of Maintenance from a JAFT approved maintenance vendor or their designated representative has signed the Aircraft Discrepancy Log as being repaired and notifies the Chief or Assistant Chief Flight Instructors of maintenance work completion;
- b. The maintenance log sticker is placed in the aircraft logbook (airframe log, engine log, or propeller log) by the Chief or Assistant Chief Flight Instructors; Aircraft logbooks shall be kept in the flight school cabinets; It is the responsibility of the Chief and Assistant Chief Flight Instructors to determine if the maintenance performed is acceptable for return to service;
- c. The Chief or Assistant Chief Flight Instructor notifies the Flight Dispatcher of a return to service status of the aircraft;
- d. The Flight Dispatcher returns the aircraft to service in the Flight Schedule Pro scheduling software;
- e. The Flight Dispatcher updates the aircraft on the white board behind the Flight Dispatcher's desk to "Green" status; and

- f. The Flight Dispatcher receives the black binder back from the Chief or Assistant Chief Flight Instructors.

SCHEDULE "A"

AIRCRAFT OPERATION AND SAFETY REQUIREMENTS OF ALL RENTERS

The following clauses are additions to and hereby made a part of the Aircraft Rental Agreement.

Check-out Requirements. The Aircraft that we rent requires a check out in each type of aircraft. Accordingly operator shall not rent the Aircraft to any person who does not meet all of the following minimum qualifications and requirements:

Cessna 172

- Private Pilot/Sport License (Airplane SE Land) or working on license
- Checkout with JA Instructor to proficiency
- 3 hours PIC time all aircraft, within the last 90 days
- Flight with JA instructor every 6 months
- 3 takeoffs and landings within the previous 90 days
- No incidents or accidents

Cessna 172RG

- Private Pilot License
- Complex endorsement
- Checkout with JA Instructor to proficiency
- Day & Night proficiency
- 3 hours PIC time all aircraft, within the last 90 days
- 3 takeoffs and landings within the previous 90 days Category and Class
- Flight with JA Instructor within previous 90 days
- No incidents or accidents

Diamond DA-42

- Private Pilots License (Airplane ME Land) or working on Multi Rating, and Instrument Rating or working on Instrument Rating, and complex endorsement
- At least 200 hrs in Airplanes as PIC
- Successful completion of Operator check flight (Renter may count check flight time, and takeoffs and landings toward one or more of the above minimum requirements)
- No incidents or accidents
- Flight with JA instructor every 6 months
- 3 hours PIC time all aircraft, within the last 90 days
- 3 takeoffs and landings within the previous 90 days in Multi, Category and Class.

Beechcraft Bonanza G-36

- Private Pilots License
- No incidents or accidents
- FAA Instrument Rating
- 500 total logged flying hours
- 50 hours retractable gear (or in lieu thereof 10 hours all dual with one of your CFI's)
- 10 hours in a 36 Bonanza with G1000 panel
- Flight with JA instructor every 6 months
- 3 hours PIC time all aircraft, within the last 90 days
- 3 takeoffs and landings within the previous 90 days Category and Class

Maule MXT-7-180A

- Private Pilots License (Airplane SE Land)
- Checkout with JA Instructor to proficiency
- 3 hours PIC time all aircraft, within the last 90 days
- Flight with JA instructor every 6 months
- 3 takeoffs and landings within the previous 90 days
- No incidents or accidents

Renter's initial acknowledging above requirements: _____ Date: _____