

Colorado Flight Center, Inc.

OPERATIONS MANUAL





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July 1, 2008

Dear Customer:

We at Colorado Flight Center are pleased to have you as our customer. We have a passion for aviation and enjoy helping you reach your aviation goals as much as you will enjoy achieving them. We want every flight to be enjoyable and, from a safety perspective, uneventful.

Aviation is a risky and complex activity that requires the utmost attention to detail. The attached Operations Manual was written to help ensure your safety. You are a vital link in our Risk Management Program. If there is ever a doubt in your mind about the safety of our aircraft, the quality of our training programs, or your ability to safely operate our aircraft, please bring it to our attention immediately.

We set a high standard for customer service for our staff. If your experience here is less than exemplary we want to know about it. Please come and see either of us or feel free to call us at any time if there is an incident you think needs attention.

Sincerely,

A handwritten signature in black ink, appearing to read 'Curtis Thomas', written in a cursive style.

Curtis Thomas

A handwritten signature in blue ink, appearing to read 'Bradley Sullivan', written in a cursive style.

Bradley J. Sullivan

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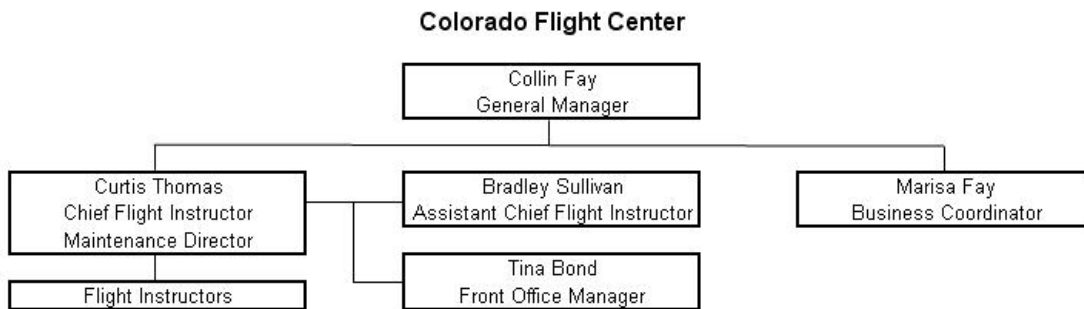
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Company Overview and Operating Practices

1.1 Mission Statement

- 1.1.1 Colorado Flight Center was established with the mission to provide high quality flight training and unsurpassed customer service in helping pilots achieve their flying goals.

1.2 Colorado Flight Center 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, or independent contractors, 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.

1.5 Payment Policy

- 1.5.1 Payment for services is due at the time the service is rendered.
- 1.5.2 Customers may prepay accounts, if desired, to facilitate the payment process. Prepayments made by cash or check in excess of \$1,000 will be credited an additional \$30 per \$1,000 of prepayment (in \$1,000 increments) as an incentive for prepayment. This credit can **only** be applied to accounts with a zero or positive balance. Prepayment incentives are not valid for purchase of aircraft block time rentals. Unused balances (less the prepayment incentive) will be refunded on request or whenever a customer completes a course of training for which the payment was intended.

- 1.5.3 Customers will be informed of loan programs available for their flight training. Loans from these programs will be administered according to the loan agreement.

1.6 Scheduling and Billing Policy

- 1.6.1 Instructors and aircraft are scheduled in two-hour blocks.
- 1.6.2 Billing for instructor time is based on the amount of time scheduled; billing for aircraft is based on Hobbs time used.
- 1.6.3 We maintain a 24-hour cancellation policy. Instructor time will be billed for any appointment cancelled less than 24-hours prior to the appointed time. Any scheduled flight training time which is interrupted by weather or other reasons will be substituted with a ground training session.
- 1.6.4 Block time rental is available on our aircraft when purchased with cash or check. Blocks must be used within 3 months for 20 hour blocks, 6 months for 40 hour blocks and 12 months for 100 hour blocks.
- 1.6.5 Aircraft rentals of a full day or longer will require a minimum payment of 2 hours per 24 hour period.

1.7 Insurance Coverage

- 1.7.1 Colorado Flight Center maintains liability insurance in the amount of \$1,000,000 per occurrence, limited to \$100,000 per passenger and full hull coverage with a deductible of \$1,000 for fixed-gear aircraft and \$5,000 for retractable-gear aircraft.
- 1.7.2 Pilots must maintain renter's insurance, cash on account, or a credit card authorization sufficient to cover the deductible in order to fly Colorado Flight Center aircraft without an authorized instructor.
- 1.7.3 Insurance covers both Colorado Flight Center and the student or renter pilot.

1.8 Facilities

- 1.8.1 Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean. All staff and students should dispose of all outdated charts and regulations.

1.9 Terms and Definitions

- ◆ The term "company" used in this manual refers to Colorado Flight Center
- ◆ The term PIC refers to the Pilot In Command of the aircraft
- ◆ The term "Student" refers to someone who does not hold a Private, Commercial, or ATP certificate appropriate to the aircraft category flown
- ◆ The term "IPC" refers to an Instrument Proficiency Check as defined by 14 CFR 61.57, FAA-S-8081-4, and Attachment 2 of this manual

- ◆ The term “Flight Review” refers to a flight review prescribed by 14 CFR 61.56 and Attachment 2 of this manual
- ◆ 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
- ◆ 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 will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.

2.2 Dispatch Authorization

- 2.2.1 Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned students. All flights where a student pilot is flying solo will be dispatched by a flight instructor who is present at the airport and familiar with the student's capabilities. Any employee of Colorado Flight Center may dispatch an aircraft to a renter pilot, in accordance with Section 2.3.1 below.

2.3 Dispatcher Actions

- 2.3.1 The individual dispatching an aircraft will ensure the PIC:
- ◆ Has read the pertinent sections of this manual and notices on the bulletin board
 - ◆ Has presented a valid government picture identification
 - ◆ Meets the currency requirements of Paragraph 3.2
 - ◆ Has a valid FAA Pilot Certificate in his/her possession
 - ◆ Has a valid FAA Medical Certificate in his/her possession
 - ◆ Has completed a Rental Agreement
 - ◆ Has completed the Covenant Not to Sue
 - ◆ Has an account in good standing
- 2.3.2 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.
- 2.3.3 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Flight Instructor's authorization.
- 2.3.4 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Maintenance Director, Chief Flight Instructor, or owner.

Pilot Qualification and Currency Requirements

3.1 Qualifications

3.1.1 Before flying, customers must complete the:

- ◆ Customer Data Form
- ◆ Rental Agreement
- ◆ Covenant Not to Sue
- ◆ Statement of Financial Responsibility
- ◆ Ground Review
- ◆ Appropriate aircraft pilot checkout(s)
- ◆ Appropriate written test(s)

3.1.2 Refer to Attachment 1 for a list of initial pilot requirements.

3.1.3 Pilots must complete a make and model checkout in each aircraft they desire to fly as PIC.

3.1.4 Pilots must complete a Night Checkout if they desire to fly as PIC at night.

3.1.5 Pilots must complete a Mountain Checkout prior to operating an aircraft as described in section 4.9.1

3.2 Pilot Currency

3.2.1 Pilots must have completed a Flight Review, in the most complex aircraft they are authorized to fly, within the preceding 24 calendar months, to act as PIC of company aircraft.

3.2.2 Pilots who are instrument rated must be instrument current to act as PIC if they intend to file an IFR flight plan.

3.2.3 Pilots must have completed a Flight Review, in each Category aircraft they are authorized to fly, within the preceding 24 calendar months.

3.2.4 To act as PIC, pilots with fewer than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly.

3.2.5 To act as PIC, pilots with 200 or more pilot hours, shall have accomplished three takeoffs and landings in the preceding 90 days in each category and class aircraft they wish to fly.

3.2.6 Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding six months must accomplish a recurrency check for that make and model aircraft.

- 3.2.7 Pilots shall fly with, and receive a logbook endorsement from, a company instructor to regain any currency.

Aircraft Operations

4.1 Preflight Actions

- 4.1.1 Pilots shall file a flight plan for all flights outside the local area.
- 4.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended flight is onboard the aircraft.
- 4.1.3 The PIC shall ensure a personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.
- 4.1.4 Pilots 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 at normal cruise consumption in an airplane.
- 4.1.5.1 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it is determined that the aircraft will not have at least a 1-hour fuel reserve in the airplane.
- 4.1.5.2 Unless weight and balance limitations dictate otherwise, pilots will take off with full fuel for any flight outside the local area.
- 4.1.6 Pilots shall ensure adequate tie-down equipment is on board if landing at an airport without tie-down equipment.
- 4.1.7 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.
- 4.1.8 Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
- 4.1.9 Pilots will calculate weight and balance data for each flight.
- 4.1.10 Pilots will ensure loose items are secured prior to flight.

4.2 Ground Operations

- 4.2.1 Pilots will not taxi on surfaces where braking action or directional control is questionable.
- 4.2.2 Pilots will not takeoff or land on surfaces with standing water, snow, or ice.
- 4.2.3 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

- 4.2.4 Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.
- 4.2.5 Pilots will 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.
- 4.2.6 Pilots must park aircraft only in designated ramp areas.
- 4.2.7 Smoking is prohibited in, or within, 50 feet of aircraft.
- 4.2.8 Airplanes will be tied down, with at least one main wheel chocked, flight control lock installed, all doors locked, cowl plugs installed, and the pitot tube cover installed when parked.
- 4.2.9 Passengers will not board or deplane when any of the aircraft engines are operating.
- 4.2.10 During preflight operations, pilots shall treat all propellers/rotors as if the engine may start; pilots shall ensure:
 - ◆ All passengers remain well clear of propeller/rotor arc
 - ◆ Mixture is in the cutoff position
 - ◆ Magnetos are off

4.3 Engine Starting and Taxiing

- 4.3.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.
- 4.3.2 Before starting engines, pilots will turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.
- 4.3.3 Pilots must use caution to prevent damage as a result of propeller/rotor blast.
- 4.3.4 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should:
 - ◆ Use caution not to over prime
 - ◆ In case of engine fire during start, follow manufacturer's guidance; however, pilots must not endanger themselves or their passengers
 - ◆ Not try to fight the fire if they have exited the aircraft
- 4.3.5 Pilots will obtain taxi clearance at controlled airports, or self-announce taxi intentions at uncontrolled airports.
- 4.3.6 Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.
- 4.3.7 Pilots shall not exceed 5 mph taxi speed in congested areas.

4.3.8 Pilots shall not taxi when ground visibility is less than 1/8 statute mile.

4.4 Weather Minimums

4.4.1 Day VFR airplane minimums are 1,500 foot ceiling and 5 miles visibility for the local area; 2,500 foot ceiling and 8 miles visibility for all other flights.

4.4.2 Night VFR airplane minimums are 2,500 foot ceiling and 8 miles visibility.

4.4.3 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.

4.4.4 Pilots shall comply with maximum crosswind component data indicated on the aircraft checklist or in the Pilot's Operating Handbook (Aircraft Flight Manual.)

4.4.5 Pilots shall not takeoff when the tailwind component exceeds 10 knots.

4.4.6 Flight will not be initiated if surface winds are forecast to be greater than 25 knots and flights will be terminated as soon as practicable if surface winds exceed 25 knots.

4.5 Night Flight

4.5.1 Except with written authorization from the Chief Flight Instructor, the following shall not be performed at night:

- ◆ Aerobatics
- ◆ 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 required to be conducted under VFR by an approved syllabus of instruction, or 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 on board as a safety observer and has access to the flight controls
- ◆ Land and Hold Short Operations (LAHSO)

4.6 Operations at Non-Towered Airports

4.6.1 Pilots shall:

- ◆ Avoid extended holding delays across the hold line or in takeoff position

- ◆ Not perform straight-in VFR approaches to uncontrolled airports (*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 crosswind, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*
- ◆ Only land at active public airports listed in National Aeronautical Charting Office (NACO) flight information publications, or those designated by the Chief Flight Instructor, unless a letter of approval is on file
- ◆ Not takeoff or land airplanes on runways less than 2,500 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater, unless a letter of approval is on file
- ◆ Not takeoff or land airplanes on runways less than 50 feet wide, unless approved by the Chief Flight Instructor and a letter of approval is on file
- ◆ Not takeoff or land airplanes on runways without hard surfaces, unless approved by the Chief Flight Instructor and a letter of approval is on file
- ◆ Overfly (500 feet Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing (*Note: Not applicable to actual instrument approaches.*)

4.7 Minimum Altitudes

4.7.1 Pilots shall:

- ◆ Not fly below 1,000 feet AGL 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 feet 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 feet when performing simulated engine failures in single engine aircraft
- ◆ Not conduct aerobatic maneuvers below 2,500 feet AGL
- ◆ Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

4.8 Multi-Engine Aircraft

- 4.8.1 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitude recoveries, or simulated engine failures unless accompanied by a company instructor pilot approved for instruction in that make and model aircraft.
- 4.8.2 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes recoveries below 3,000 feet AGL.
- 4.8.3 Instructors shall not simulate engine failures on the runway at an airspeed greater than $\frac{1}{2} V_{MC}$ and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

- 4.8.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended V_{SSE} or V_{YSE} , whichever is greater.
- 4.8.4 Instructors may demonstrate feathering of one propeller above 3,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.
- 4.8.5 Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.
- 4.8.6 Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

4.9 Mountain Flying

- 4.9.1 Pilots must have completed company-approved mountain flying instruction, consisting of both ground and flight training in high altitude operations prior to:
- ◆ Landing or taking off at an airport elevation higher than 7,000 feet MSL.
 - ◆ Flying at enroute altitudes above 10,000 feet MSL.

4.10 Other Restrictions

4.10.1 Pilots 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
- ◆ Take off with snow or frost on the aircraft
- ◆ Land on runways with snow or ice
- ◆ Fly outside the United States, unless prior written approval is obtained from the Chief Flight Instructor
- ◆ Carry any hazardous cargo
- ◆ Attempt to take off after an unscheduled off-airport landing
- ◆ Attempt to take off after a precautionary landing for a suspected aircraft malfunction
- ◆ Conduct contact approaches
- ◆ Hand prop any aircraft
- ◆ Perform intentional in-flight engine shutdowns, except as provided in 4.8.4

4.10.2 The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

- ◆ Prohibited by the flight manual
- ◆ Weight and balance considerations dictate otherwise

- ◆ A pilot is enrolled in an 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

4.11 Refueling

4.11.1 Pilots shall:

- ◆ Turn off all aircraft power prior to refueling
- ◆ Ensure cell phones are not used during refueling
- ◆ Ground the aircraft 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
- ◆ Maintain the ground until fueling connections have been removed
- ◆ Not refuel if thunderstorms are present within 5 miles of the airport

Pilot Training

5.1 Training Prerequisites

- 5.1.1 Customers enrolled in any course must have a valid Third Class medical certificate prior to the fourth flight lesson.

5.2 Student Pilots

- 5.2.1 Solo Student Pilots shall not:

- ◆ Fly when the crosswind component exceeds 8 knots
- ◆ Fly when the surface wind exceeds 15 knots
- ◆ Fly in the traffic pattern when weather is less than a 2,000 foot ceiling and 5 miles visibility
- ◆ Fly in the local training area when weather is less than a 3,000 foot ceiling and 10 miles visibility
- ◆ Fly cross-country when the weather is less than a 5,000 foot ceiling and 10 miles visibility
- ◆ Perform touch-and-go landings, except when authorized by a company instructor
- ◆ Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight, which will include all items listed in 14 CFR 61.87
- ◆ Fly solo between the hours beginning 1 hour after sunset and ending 1 hour before sunrise unless required for an approved course of training
- ◆ Conduct simulated forced landings or engine failures.

- 5.2.2 The Chief Flight Instructor shall develop standardized training cross-country routes. Only the Chief Flight Instructor may authorize the use of other routes.

- 5.2.3 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 must have completed a satisfactory flight check with the Chief or Assistant Chief Flight Instructor.

- 5.2.4 On the first solo cross-country flight, student pilots shall fly to airports 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 Flight Instructor.

5.3 Runway Incursion Awareness

- 5.3.1 All training courses will emphasize Runway Incursion Awareness. As a minimum, all aspects of Advisory Circular 91-73A shall be covered with each customer.

Flight Instructor Procedures

6.1 Chief Flight Instructor Responsibilities:

- ◆ Direct all flight training and checkout activities according to 14 CFR Parts 61, 91, and 141; and this manual
- ◆ Make customer/instructor assignments
- ◆ Develop standardized flight check procedures
- ◆ Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction
- ◆ Stop any pilot from flying when, in the Chief Flight Instructor's judgment, flight safety may be compromised

6.2 Flight Instructor Responsibilities:

- ◆ Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised
- ◆ Maintain a valid FAA Second Class Medical Certificate
- ◆ Assist the Chief Flight Instructor, as required, in developing training and checkout procedures
- ◆ Conduct training and checkouts according to this manual and applicable FARs

6.2.1 Instructors will complete a checkout with the Chief Flight Instructor for every course of instruction, and for each make and model aircraft in which they will instruct.

6.2.3 Instructors must complete an annual evaluation with the Chief Flight Instructor, Assistant Chief Flight Instructor, a Designated Pilot Examiner, or FAA Operations Inspector for every Category and Class aircraft in which they instruct. The Chief Flight Instructor will determine what maneuvers will be performed and which aircraft will be used for these flights.

6.3 Flight Instructor Conduct

6.3.1 The viability of Colorado Flight Center is directly dependent on the service that flight instructors provide our customers, and the safety of customers is directly dependent on the quality of instruction performed.

6.4 Pilot Checkout Procedures

6.4.1 Our customers come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Your job is to conduct a thorough checkout each and every time you fly with one of our customers. The success and reputation of this company is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving; our procedures and training programs need to evolve with them. We highly encourage your

personal input to make these programs better. Please bring any suggestions to the Chief Flight Instructor.

- 6.4.2 All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 2. Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR 61. Subsequent aircraft make and model checkouts will be conducted according to Attachment 2; however, the Flight Instructor need not complete the additional items necessary for the Flight Review unless the customer is transitioning to or from a TAA aircraft.
- 6.4.3 All initial instrument checkouts will be performed according to Attachment 2 and 14 CFR 61.57, and instructors will complete an endorsement for an Instrument Proficiency Check. Subsequent make and model checkouts for pilots with instrument ratings need not include an Instrument Proficiency Check unless the customer is transitioning to or from a TAA aircraft. In all cases the instructor must ensure the customer has demonstrated the ability to use all installed equipment under IFR conditions.
- 6.4.4 Instructors will ensure checkouts are conducted according to this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA Practical Test Standards for a Private Pilot / Instrument Rating. The intent of the checkout is to ensure the pilot is capable of meeting the standards, it is not designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction. If a pilot cannot perform a maneuver to the required standard, instructors will refer them to the Chief/Assistant Chief Flight Instructor to develop an appropriate course of training. Be sure to emphasize to the customer that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.

Maintenance Procedures

7.1 Maintenance Director Responsibilities:

- ◆ Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives
- ◆ Establish a program of scheduled inspections, routine maintenance, and component overhauls, and develop a maintenance/inspection procedures manual according to FAA Advisory Circular 145-3
- ◆ Ensure current maintenance status is reflected in aircraft dispatch books
- ◆ Ensure all aircraft parts are labeled as to serviceability according to FAA Advisory Circular 145-3
- ◆ Ensure all precision measurement tools are calibrated at least annually according to guidelines established in 14 CFR 145
- ◆ Maintain a technical library containing, as a minimum, the following:
 - Aircraft, engine, and propeller service manuals
 - Airworthiness directives, service letters, and service bulletins for each make and model aircraft maintained
 - All applicable FARs and ACs (ex. FARs 23, 39, & 43; AC 43 Series)

7.2 100 Hour Inspections

7.2.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft.

7.3 Time Between Overhaul (TBO)

7.3.1 Aircraft components will be overhauled at the manufacturer's recommended TBO.

7.3.2 Aircraft components will be replaced at the manufacturer's recommended replacement interval.

7.3.3 Actions directed by manufacturer's mandatory service bulletins will be performed.

7.4 Grounding

7.4.1 Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log, and the aircraft shall not be operated until released by authorized company personnel.

7.5 Maintenance Records

7.5.1 Logbook entries shall contain reference to the manufacturer's service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed and the part number(s), and serial number(s) if applicable, of all parts installed during the maintenance process.

7.5.2 All date entries on in-house maintenance records shall be made using a number day, 3 letter month, and 2 number year format (ex. 15 Sep 03).

7.6 Functional Check Flight (FCF)

7.6.1 FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the Maintenance Director, could:

- ◆ Alter the flight characteristics of the aircraft
- ◆ Affect the navigation systems of the aircraft
- ◆ Adversely affect the operability of aircraft systems and cannot be adequately ground tested

7.6.2 The maintenance director will designate the most qualified instructor pilots to perform FCFs of aircraft being returned to service following maintenance.

7.7 Deferred Maintenance

7.7.1 The Maintenance Director will be the final authority for approving those discrepancies the Maintenance Director has determined may safely be deferred until the next scheduled inspection. Discrepancies the Maintenance Director does not think can be deferred shall be considered grounding items.

7.8 Corrosion Control

7.8.1 Aircraft shall be treated for corrosion according to AC 43-4, Corrosion Control For Aircraft. As a minimum, all flight control/trim surfaces, brackets, and mounting hardware shall be free of corrosion.

**Attachment 1
Pilot Qualifications**

Single-Engine Fixed Gear Aircraft

Less than 230 Horsepower:

- Airman's certificate (ASEL): Student, Private, Commercial, or ATP

230 Horsepower or Greater:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 100 hours
- PIC time in aircraft with greater than 235 horsepower: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

Turbocharged Aircraft:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Instrument Rating (or approval from the Chief Flight Instructor)
- Pilot Time: 250 hours (or approval from the Chief Flight Instructor)
- PIC time in aircraft with turbocharged engines: 100 hours, or 25 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

Single-Engine Retractable Gear

Less than 230 Horsepower:

- Airman's Certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

230 Horsepower or Greater:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 25 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours¹

Turbocharged Aircraft:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Instrument Rating
- Pilot Time: 250 hours
- PIC time in aircraft with turbocharged engines: 100 hours, or 25 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

Multi-Engine Aircraft

All Horsepower Ratings:

- Airman's certificate (AMEL): Private, Commercial, or ATP; Instrument Rating²
- Pilot Time: 250 hours, of which 50 must be in complex aircraft
- PIC time in piston multi-engine aircraft: 25, or 10 hours PIC in make and model, or completion of an approved training program of not less than 10 hours¹

Notes

1. Pilots may “proficiency-advance” with the approval of the Chief Flight Instructor; however, in no circumstances will the flight phase be less than 5 hours.
2. Pilots holding an Airman’s certificate (ASEL) – Private, Commercial, or ATP may act as PIC of a multi-engine aircraft if accompanied by an FAA Designated Pilot Examiner during a practical test for a multi-engine rating.

Attachment 2

Pilot Checkouts

1. The minimum requirements for a Flight Review, aircraft make and model, instrument, night, and recurrency checkouts are shown in Table 2.1. All tasks indicated with an “X” must be evaluated by the instructor conducting the checkout; however, additional tasks may be accomplished and evaluated at the instructor’s discretion.
2. Customers desiring to fly a Garmin G1000-equipped aircraft must complete a flight review or check out in that aircraft. Customers with an instrument rating must complete an IPC in the Garmin G1000-equipped aircraft if they intend to file an IFR flight plan in a Garmin G1000 equipped aircraft.
3. Customers desiring to fly a non-TAA aircraft, who have logged less than 100 hours of PIC in non-TAA, aircraft must complete a Flight Review in a non-TAA aircraft.
4. Refer to Table 2.2 for the appropriate action when the customer fails to demonstrate the required proficiency on a checkout.
5. With the exception of the instrument checkout, at least three landings and a go-around must be accomplished to complete any checkout.
6. “Recurrency Checks”, as defined in Table 2.1, are required when pilots have not made three takeoffs and landings in a particular make and model aircraft in the previous six calendar months.
7. Visual Scanning and Collision Avoidance will be emphasized on every checkout. Instructors will thoroughly cover the following items:
 - ◆ Runway incursion, to include AC 91-73A
 - ◆ Visual scanning techniques
 - ◆ Use of radio for clearing
 - ◆ Aircraft blind areas
 - ◆ Traffic conflicts at uncontrolled airports

Table 2.1: Checkout Requirements

	Flight		Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL					
I. GENERAL KNOWLEDGE											
National Airspace System	X	X									
Company Restrictions	X	X			X	X	X				X
Aeromedical Factors	X	X			X	X	X				X
Local Procedures	X	X			X	X	X				X
Spin Awareness	X	X								X	
Wake Turb. and Wind Shear Avoid.	X	X									X
Engine Inop. Principles of Flight		X		X						X ₁	
II. PREFLIGHT PREPARATION											
Certificates and Documents	X	X									
Weather Information	X	X			X	X				X	X
Cross-Country Flight Planning	X	X			X	X					X
Performance and Limitations	X	X	X	X						X	X
MEL, KOEL	X	X	X	X	X	X	X				
III. PREFLIGHT PROCEDURES											
Preflight Inspection	X	X	X	X	X	X	X	X	X	X	X
Cockpit Management	X	X	X	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X	X	X	X
Taxiing, Surface	X	X	X	X	X	X	X	X	X	X	X
Taxiing, Hover											
Taxiing, Air											
Before Takeoff Check	X	X	X	X	X	X	X	X	X	X	X
IV. AIRPORT OPERATIONS											
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X				X	X	X	X
Airport/Runway Markings/Lighting	X	X	X	X	X	X	X	X	X	X	X
V. TAKEOFF, LAND., GO-AROUND											
Normal & Crosswind Takeoff/Climb	X	X	X	X	X	X	X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X	X ₂	X	X	X
Short-Field Takeoff/Climb (Max Perform)	X	X	X	X					X	X	
Short-Field Appr./Land (Steep Appr.)	X	X	X	X					X	X	
Soft-Field Takeoff/Climb	X		X						X ₃		

Table 2.1: Continued

	Flight		Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL					
Soft-Field Approach/Landing	X		X							X ₃	
Forward Slip To A Landing	X		X								
Go-Around	X	X	X	X				X	X		
Landing From a Circling Approach					X	X					
Rolling Takeoff and Running Landing											
Slope Operations											
VI. PERFORMANCE MANEUVERS											
Steep Turns	X	X	X	X							
Rapid Deceleration											
Autorotation											
VII. NAVIGATION											
Pilotage and Dead Reckoning	X	X						X			X
Navigation Systems/Radar Services	X	X	X	X	X	X	X	X			X
Diversion	X	X			X	X	X	X			X
Lost Procedures	X	X						X			X
Enroute Weather	X	X			X	X					X
VIII. SLOW FLIGHT AND STALLS											
Slow Flight	X	X	X	X						X	
Power-Off Stalls (Airplane)	X	X	X	X						X	
Power-On Stalls (Airplane)	X	X	X	X	X	X				X	
IX. INSTRUMENT PROCEDURES											
Basic Instrument Flight Maneuvers	X	X	X	X	X ₄	X ₄	X				
Intercepting/Tracking Nav. Systems	X	X	X	X	X ₄	X ₄	X				
Timed Turns to Magnetic Headings					X ₄	X ₄					
Recovery from Unusual Attitudes	X	X	X	X	X ₄	X ₄	X ₆				
Radio Comm, Nav Systems	X	X	X	X	X	X	X	X			
Holding					X	X					
Non Precision Instrument Approach					X ₅	X ₅					
ILS Instrument Approach Procedure					X ₅	X ₅					
Missed Approach Procedure					X ₅	X ₅					
Circling Approach Procedure					X	X					

Table 2.1: Continued

	Flight		Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL	SEL	MEL			
X. EMERGENCY OPERATIONS											
Loss of Communications	X	X			X	X	X	X	X		
Emergency Descent	X	X	X	X	X	X	X	X	X	X	
Emergency Approach and Landing	X	X	X	X						X	
Systems and Equip. Malfunctions	X	X	X	X	X	X	X	X	X	X	
Aborted Takeoff		X		X							
Engine Failure Before V _{MC}		X		X							
X. Emergency Ops (Continued)											
Maneuvering with One Engine Inop		X		X			X			X ₁	
Engine Inop: Loss of Control Demo		X		X							
Engine Inop: Visual Approach		X		X						X ₁	
Engine Inop: Instrument Approach							X				
Emergency Equip and Survival Gear	X	X	X	X					X	X	X
XI. NIGHT OPERATIONS											
Night Preparation									X		
Night Flight									X		
XII. POSTFLIGHT PROCEDURES											
After Landing	X	X	X	X	X	X	X	X	X	X	X
Parking and Securing	X	X	X	X	X	X	X	X	X	X	X
XIII. GENERAL											
Visual Scanning/Collision Avoidance	X	X	X	X	X	X	X	X	X	X	X
Operation of Systems	X	X	X	X	X	X	X	X	X	X	X
Runway Incursion Avoidance	X	X	X	X	X	X	X	X	X	X	X

Note 1: Accomplish if recurrency is given in a multi-engine aircraft

Note 2: At least one approach must be flown without the use of the landing light

Note 3: Required only for single engine land recurrency

Note 4: This task must be accomplished both full and partial panel (Primary Attitude and Heading Indicators simulated inoperative).

Note 5: At least one approach and missed approach must be flown partial panel.

If an IFR certified GPS is onboard, one non precision approach must be GPS

Note 6: For the purpose of the night checkout, Unusual Attitudes shall be limited to ± 5 degrees of pitch and/or ± 15 degrees of bank.

Note 7: If the aircraft is equipped with an autopilot, the pilot must demonstrate an instrument approach using the autopilot.

**Table 2.2:
Required Actions for Complete, Incomplete, or Lack of Performance Checkouts**

If	and the check is	then
1. The customer satisfactorily completes all required maneuvers	any type of check	the check is complete. Complete and sign the Pilot Activity Log
2. The customer does not complete all required maneuvers	<ul style="list-style-type: none"> a. Initial Flight Review b. Flight Review c. Aircraft Make & Model d. Initial IPC e. IPC f. Night 	<ul style="list-style-type: none"> a. the checkout is incomplete and customer cannot act as PIC of any company aircraft. b. the check is incomplete; however, the customer may continue to exercise PIC privileges in any aircraft they are current and qualified until the end of the 12th calendar month after initial flight review. c. the check is incomplete and customer may not act as PIC in that make/model aircraft. d. the check is incomplete and the customer may not exercise instrument privileges. e. the check is incomplete; however, the customer may continue to exercise instrument privileges in any company aircraft in which they are current and qualified until the end of the 6th calendar month after the previous instrument check. f. the check is incomplete and the customer may not act as PIC at night.

Table 2.3 Continued

3. The customer does not perform all areas to the required standards	a. Flight Review	a. the check is complete (Not Qualified) and the customer cannot act as PIC of any Company aircraft. (Note 1 applies)
	b. Aircraft Make & Model	b. the check is complete (Not Qualified) and the customer cannot act as PIC of that make/model aircraft. (Note 1 applies)
	c. Initial/Subsequent IPC	c. the check is complete (Not Qualified), the customer may not exercise instrument privileges. . (Notes 1 and 2 apply)
	d. Night	d. the checkout is complete (Not Qualified) and the customer may not act as PIC in Company aircraft at night. (Notes 1 and 2 apply)

Note 1: If safety of flight or judgment factors, versus lack of proficiency, are the reason for the disqualification, the customer may not act as PIC in any Company aircraft.

Note 2: Customer must satisfactorily complete a course of training prescribed by the Chief Flight Instructor and subsequently complete another checkout. The second checkout may not be given by the individual who conducted the first checkout or prescribed training.

Colorado Flight Center
Customer Data Form

Name: Last, First Middle
Home Address
Street:
City, State, Zip:
Home Telephone Number:
Mobile Phone Number:
E-Mail Address:
Work Address
Street:
City, State, Zip:
Work Telephone Number:
E-Mail Address:
Emergency Contact Information
Name:
Phone Number:
Address:
Insurance Information
Are you flying under a waiver?
Have you ever had your FAA or DOT certificate suspended or revoked?
Have you ever had an aircraft accident, incident, or violation?
Has any aviation insurance company cancelled, declined, or refused you insurance?
Have you ever been convicted or pleaded guilty of a charge or reckless driving or driving under the influence of alcohol or drugs?
Has your driver's license ever been suspended or revoked?
Have you ever been convicted or are you under indictment in a legal action involving drugs or narcotics?
Have you ever been convicted of a felony?

Attach copies of

Pilot Certificate (Front and Back)
Medical Certificate
Government Issued Identification
Proof of Citizenship

Colorado Flight Center

Covenant Not to Sue, Liability Release, and Assumption Of Risk Agreement

Participant's Name	Identification (Type, Number)
<p>I, _____, hereby affirm that I am aware that flying and activities associated with flying have inherent and unforeseeable risks which may result in serious injury or death. I understand and agree that neither my instructors nor Colorado Flight Center, nor any of their respective employees, officers, agents, contractors, or assigns, (hereafter referred to as "Released Parties") may be held liable or responsible in any way for any injury, death, or other damages to me, my family, estate, heirs or assigns that may occur as a result of my participation in flying aircraft, flying in aircraft, flight instruction, aircraft rental, aircraft operations, ramp operations, or any associated activities involved with these activities, (hereafter referred to as Flight Activities), or as a result of the negligence of any party, including the Released Parties, whether passive or active.</p> <p>In consideration of being allowed to participate in Flight Activities, I hereby personally assume all risks of Flight Activities, whether foreseen or unforeseen, that may befall me while I am participating in these activities. I further release, exempt, and hold harmless the Released Parties from any claim or lawsuit by me, my family, estate, heirs, or assigns, arising out of my participation in Flight Activities including both claims arising during any course of training or after I receive my pilot certification(s).</p> <p>I also understand that Flight Activities are physically demanding and that I must seek the ongoing care of a licensed and authorized aviation medical examiner and that I will not hold Released Parties responsible for events resulting from my physical condition, limitations, or incapacitation. I further state that I am of lawful age and legally competent to sign this liability release or that I have acquired the written consent of my parent or guardian.</p> <p>I understand the terms herein are contractual and not merely recital, and that I have signed this document of my own free act and with the knowledge that I hereby waive my legal rights. I further agree if any provision of this Agreement is found to be unenforceable or invalid, that provision may be severed from this agreement; however the remainder of this agreement shall then be construed as though the unenforceable provision had never been contained therein.</p> <p>I, _____ BY THIS INSTRUMENT AGREE TO EXEMPT AND RELEASE MY INSTRUCTORS, COLORADO FLIGHT CENTER, AND ALL RELATED ENTITIES AS DEFINED ABOVE FROM ALL LIABILITY AND RESPONSIBILITY WHATSOEVER FOR PERSONAL INJURY, PROPERTY DAMAGE OR WRONGFUL DEATH HOWEVER CAUSED, INCLUDING, BUT NOT LIMITED TO, THE NEGLIGENCE OF THE RELEASED PARTIES, WHETHER PASSIVE OR ACTIVE.</p> <p style="text-align: center;">I HAVE FULLY INFORMED MYSELF OF THE CONTENTS OF THIS LIABILITY RELEASE AND ASSUMPTION OF RISK AGREEMENT BY READING IT BEFORE I SIGNED IT ON BEHALF OF MYSELF AND MY HEIRS</p>	
Participant's Signature	Date
Parent or Guardian's Signature (If Applicable)	Date

Colorado Flight Center
Aircraft Rental Agreement

Renter's Name: (Last, First, Middle)

- 1) Renter hereby expressly acknowledges and binds Renter, Renter's heirs, and assigns for all liabilities to pay Colorado Flight Center the following:
 - a) Service and time charge computed at the applicable rate as specified at the time of rental.
 - b) A sum equal to the cost of all damages to the aircraft, or loss of equipment of the aircraft during the rental period as well as any damages to their persons or property caused in whole or in part by failure to comply with the rules and regulations of the FAA, the terms of this agreement, the procedures outlined in Colorado Flight Center Operations Manual, the procedures outlined in the Aeronautical Information Manual, or by the negligence of Renter.
- 2) Renter agrees to return the aircraft at the agreed time, weather permitting. In the event of a delay, to notify Colorado Flight Center as soon as practicable of the delay.
- 3) Renter agrees that if the aircraft must be abandoned at any location other than Colorado Flight Center due to weather or maintenance issues, renter shall pay all expenses incurred in returning the aircraft to Colorado Flight Center.
- 4) Renter agrees to pay all fines, penalties, forfeitures, court costs, and other expenses for parking, landing fees or other legal violations assessed against Colorado Flight Center resulting from Renter's use of the aircraft.
- 5) Renter has read and understands the Colorado Flight Center Operations Manual and agrees to abide by its content.
- 6) Renter agrees to observe and comply with all Federal Aviation Regulations and the guidance prescribed by the Aeronautical Information Manual.
- 7) Renter is responsible for any damage caused by Renter's negligence or failure to comply with this agreement. I, the undersigned, acknowledge and accept financial responsibility for the deductible portion of an insurance claim in the event of aircraft damage.
- 8) Renter agrees to pay all of Colorado Flight Center's costs and agrees to pay all other reasonable attorney's fees incurred by Colorado Flight Center arising out of, or in any way connected with the enforcement of the items or conditions of this agreement.
- 9) Due to TSA security concerns, Renter agrees to allow Colorado Flight Center to conduct a criminal background check of Renter; your signature below indicates your consent to that background check.

Renter's Signature

Date

Colorado Flight Center
Statement of Financial Responsibility

Renter's Name: (Last, First Middle)

As expressed in the Colorado Flight Center Aircraft Rental Agreement, Renter is responsible for any damage caused by Renter's negligence or failure to comply with the Rental Agreement. I, the undersigned, acknowledge and accept financial responsibility for the deductible portion of an insurance claim (\$1,000.00 for fixed-gear aircraft and \$5,000.00 for retractable-gear aircraft) in the event of physical damage to the aircraft.

I hereby agree to (check one):

- Maintain non-owned (renter's) insurance in an amount equal to or greater than the deductible limits.

Insurance Company: _____

Physical damage limits: _____

Policy Number: _____

Policy expiration date: _____

(Attach copy of insurance policy.)

- Authorize Colorado Flight Center to charge my credit card for the amount of the deductible in the event of damage attributed to pilot error.

Credit Card Type (circle one): Visa MasterCard American Express

Card Number: _____

Exp. Date: _____ CVC (back side): _____

Name on Card (please print): _____

Billing Address: _____

Telephone Number: _____

Authorization Signature: _____

Renter's Signature:

Date:



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Cessna 172S**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the best rate of climb airspeed (V_y)? _____
15. What is the best angle of climb airspeed (V_x)? _____
16. What are the recommended normal approach airspeeds?
Downwind: _____
Base: _____
Final: _____
17. What is the recommended short field final approach airspeed? _____
18. What is the recommended short field final approach flap setting? _____
19. What is the recommended soft field takeoff procedure? _____

20. What effect does reducing gross weight have on the maneuvering speed? _____
21. What is the stall speed with full flaps (V_{s0})? _____
22. What is the stall speed with full flaps and a 60° bank angle? _____
23. What is the maximum crosswind component for your aircraft? _____
24. What is the purpose of flaps? _____

25. How many vacuum pumps are there? _____

26. What is the power setting, fuel consumption, and true airspeed for 60% power at 8000 feet and standard temperature?
RPM: _____
Fuel consumption: _____
TAS: _____
27. What would be the indication of alternator failure in your aircraft? _____

28. Where is the alternate static source located in your aircraft? _____
29. What changes in pitot-static instruments do you expect when you are using the alternate static source? _____
30. What are the minimum runway lengths for takeoff in your aircraft under the following conditions?
Max gross weight, no wind, sea level, 20°C: _____
Max gross weight, no wind, 7000 feet, 30°C, 50-ft obstacle: _____
31. When are your passengers required to have their seat belts and shoulder harnesses fastened? _____

32. What aircraft documents are required to be onboard during flight? _____

33. What are the basic VFR weather minimums in Class D airspace?
Ceiling: _____
Visibility: _____
34. VFR cruising altitudes are required above what minimum altitude? _____
35. What inspections are required on your aircraft? _____

Reviewed by: _____ Date: _____



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Cessna 172SP**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the best rate of climb airspeed (V_y)? _____
15. What is the best angle of climb airspeed (V_x)? _____
16. What are the recommended normal approach airspeeds?
Downwind: _____
Base: _____
Final: _____
17. What is the recommended short field final approach airspeed? _____
18. What is the recommended short field final approach flap setting? _____
19. What is the recommended soft field takeoff procedure? _____

20. What effect does reducing gross weight have on the maneuvering speed? _____
21. What is the stall speed with full flaps (V_{s0})? _____
22. What is the stall speed with full flaps and a 60° bank angle? _____
23. What is the maximum crosswind component for your aircraft? _____
24. What is the purpose of flaps? _____

25. What do you do in the event of a runaway autopilot? _____

26. What is the power setting, fuel consumption, and true airspeed for 60% power at 8000 feet and standard temperature?

RPM: _____

Fuel consumption: _____

TAS: _____

27. What would be the indication of alternator failure in your aircraft? _____

28. Where is the alternate static source located in your aircraft? _____

29. What changes in pitot-static instruments do you expect when you are using the alternate static source? _____

30. What are the minimum runway lengths for takeoff in your aircraft under the following conditions?

Max gross weight, no wind, sea level, 20°C: _____

Max gross weight, no wind, 7000 feet, 30°C, 50-ft obstacle: _____

31. When are your passengers required to have their seat belts and shoulder harnesses fastened? _____

32. What aircraft documents are required to be onboard during flight? _____

33. What are the basic VFR weather minimums in Class D airspace?

Ceiling: _____

Visibility: _____

34. VFR cruising altitudes are required above what minimum altitude? _____

35. What inspections are required on your aircraft? _____

Reviewed by: _____ Date: _____



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Cessna 172RG**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the best rate of climb airspeed (V_y)? _____
15. What is the best angle of climb airspeed (V_x)? _____
16. What are the recommended normal approach airspeeds?
Downwind: _____
Base: _____
Final: _____
17. What is the recommended short field final approach airspeed? _____
18. What is the recommended short field final approach flap setting? _____
19. What is the recommended soft field takeoff procedure? _____

20. What is the maximum speed for gear extension? _____
21. What is an unsafe gear indication? _____
22. What is the procedure for emergency gear extension? _____

23. What effect does reducing gross weight have on the maneuvering speed? _____



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Cessna 182T**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the best rate of climb airspeed (V_y)? _____
15. What is the best angle of climb airspeed (V_x)? _____
16. What are the recommended normal approach airspeeds?
Downwind: _____
Base: _____
Final: _____
17. What is the recommended short field final approach airspeed? _____
18. What is the recommended short field final approach flap setting? _____
19. What is the recommended soft field takeoff procedure? _____

20. What effect does reducing gross weight have on the maneuvering speed? _____
21. What is the stall speed with full flaps (V_{s0})? _____
22. What is the stall speed with full flaps and a 60° bank angle? _____
23. What is the maximum crosswind component for your aircraft (20% V_{s0})? _____
24. What is the purpose of flaps? _____
25. What is the power setting, fuel consumption, and true airspeed for 60% power at 8000 feet and standard temperature?
RPM: _____ Fuel Consumption: _____
MP: _____ TAS: _____
26. What would be the indication of alternator failure in your aircraft? _____

27. Where is the alternate static source located in your aircraft? _____
28. What changes in pitot-static instruments would you expect if you were using the alternate static source? _____

29. What do you do in the event of a runaway autopilot? _____

30. What are the minimum runway lengths for takeoff in your aircraft under the following conditions?
 Max gross weight, no wind, sea level, 20°C: _____
 Max gross weight, no wind, 7000 feet, 30°C, 50-ft obstacle: _____
31. When are your passengers required to have their seat belts and shoulder harnesses fastened? _____

32. What is the highest altitude that you can maintain without supplemental oxygen? _____
33. What aircraft documents are required to be onboard during flight? _____

34. What are the basic VFR weather minimums in Class D airspace?
 Ceiling: _____
 Visibility: _____
35. VFR cruising altitudes are required above what minimum altitude? _____
36. What inspections are required on your aircraft? _____

37. Explain the proper procedures for leaning the mixture: _____

38. What is the recommended lean setting with respect to EGT? _____
39. What is the normal (ideal) cylinder head temperature? _____
40. What is the normal (ideal) oil temperature? _____
41. Explain how to handle the "care and keeping" of your engine **on climb out** after departure. You should monitor:
 _____ and _____
42. List five actions you can take to counteract an over-heating engine: _____

43. Explain how to handle the "care and keeping" of your engine **on descent**. _____

44. When should cowl flaps be open? _____
 When should they be closed? _____
45. What does "shock cooling" mean? _____
46. How can you prevent shock cooling? _____



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Cessna T182T**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the best rate of climb airspeed (V_y)? _____
15. What is the best angle of climb airspeed (V_x)? _____
16. What are the recommended normal approach airspeeds?
Downwind: _____
Base: _____
Final: _____
17. What is the recommended short field final approach airspeed? _____
18. What is the recommended short field final approach flap setting? _____
19. What is the recommended soft field takeoff procedure? _____

20. What effect does reducing gross weight have on the maneuvering speed? _____
21. What is the stall speed with full flaps (V_{s0})? _____
22. What is the stall speed with full flaps and a 60° bank angle? _____
23. What is the maximum crosswind component for your aircraft (20% V_{s0})? _____
24. What is the purpose of flaps? _____
25. What is the power setting, fuel consumption, and true airspeed for 60% power at 8000 feet and standard temperature?
RPM: _____ Fuel Consumption: _____
MP: _____ TAS: _____
26. What would be the indication of alternator failure in your aircraft? _____

27. Where is the alternate static source located in your aircraft? _____
28. What changes in pitot-static instruments would you expect if you were using the alternate static source? _____

29. What do you do in the event of a runaway autopilot? _____

30. What are the minimum runway lengths for takeoff in your aircraft under the following conditions?
 Max gross weight, no wind, sea level, 20°C: _____
 Max gross weight, no wind, 7000 feet, 30°C, 50-ft obstacle: _____
31. When are your passengers required to have their seat belts and shoulder harnesses fastened? _____

32. What is the highest altitude that a canula can be used to deliver oxygen? _____
33. What aircraft documents are required to be onboard during flight? _____

34. What are the basic VFR weather minimums in Class D airspace?
 Ceiling: _____
 Visibility: _____
35. VFR cruising altitudes are required above what minimum altitude? _____
36. What inspections are required on your aircraft? _____

37. What is the normal (ideal) cylinder head temperature? _____
38. What is the normal (ideal) oil temperature? _____
39. What is the normal (ideal) turbine inlet temperature? _____
40. Explain the proper procedures for leaning the mixture: _____

41. Explain how to handle the “care and keeping” of your engine **on climb out** after departure. You should monitor:
 _____ and _____
42. List five actions you can take to counteract an over-heating engine: _____

43. Explain how to handle the “care and keeping” of your engine **on descent**. _____

44. When should cowl flaps be open? _____
 When should they be closed? _____
45. What does “*shock cooling*” mean? _____
46. How can you prevent shock cooling? _____



COLORADO FLIGHT CENTER

AIRCRAFT REVIEW

Aircraft Make and Model: **Piper PA-34-220T "Seneca V"**

Pilot Name: _____ Date: _____

All aircraft documents may be used for this review.

1. What is the total fuel capacity? _____
2. How many fuel tanks are there? _____
3. What is the capacity of each tank? _____
4. What is the total useable fuel capacity? _____
5. What is the correct fuel grade? _____
6. What is the color of the correct fuel grade? _____
7. Where are the fuel drains located? _____
8. When should they be drained? _____
9. What is the recommended grade and type of oil? _____
10. What is the minimum operating oil level? _____
11. What is the aircraft empty weight? _____
12. What is the useful load? _____
13. What is the maximum aircraft gross weight? _____
14. What is the maximum operating altitude? _____
15. What is the single-engine service ceiling at maximum gross weight and standard temperature? _____
16. What is the best rate of climb airspeed (V_Y)? _____
17. What is the best angle of climb airspeed (V_X)? _____
18. What is the blue line on the airspeed indicator? _____
19. What is the best single-engine rate of climb speed (V_{YSE})? _____
20. What effect does reducing gross weight have on the maneuvering speed? _____
21. What is the stall speed with full flaps (V_{S0})? _____
22. What is the stall speed with full flaps and a 60° bank angle? _____
23. What is the maximum crosswind component for your aircraft? _____
24. What is the purpose of flaps? _____
25. What is the maximum speed for gear extension? _____
26. What is an unsafe gear indication? _____
27. What is the procedure for emergency gear extension? _____
28. Is this aircraft approved for flight into known-icing conditions? _____
29. What are the deicing and anti-icing systems on this aircraft? _____
- _____
30. What is the source of power for the deicing and anti-icing systems? _____
31. What is the power setting, fuel consumption, and true airspeed for normal cruise power at 18000 feet and standard temperature?

RPM: _____ Fuel Consumption: _____
MP: _____ TAS: _____

32. What is the accelerate-stop distance under the following conditions?
 Max gross weight, no flaps, no wind, 7000 feet, 30°C: _____
 Max gross weight, flaps 25°, no wind, 7000 feet, 30°C: _____
33. When are your passengers required to have their seat belts and shoulder harnesses fastened? _____

34. What is the highest altitude that a canula can be used to deliver oxygen? _____
35. What action do you take in the event of an autopilot malfunction? _____
36. What is the proper procedure for use of the propeller synchrophaser system? _____

37. When should a propeller be feathered? _____
38. What prevents the propellers from feathering on the ground? _____
39. Where is the cabin heater located? _____
40. How does the cabin heating system operate? _____
41. When must the cabin heater switch be set to the "fan" position, and for how long? _____

42. Which tank does the cabin heater draw fuel from? _____
43. What is the cabin heater fuel consumption? _____
44. How does the air conditioning system operate? _____
45. Where is the battery located? _____
46. What is the electrical system voltage? _____
47. Does this aircraft have an external power receptacle? _____
48. What is the start procedure when using external power for starting? _____

49. What is the normal (ideal) cylinder head temperature? _____
50. What is the normal (ideal) oil temperature? _____
51. What is the normal (ideal) turbine inlet temperature? _____
52. Explain the proper procedures for leaning the mixture: _____

53. Explain how to handle the "care and keeping" of your engines **on climb out** after departure. You should monitor:
 _____ and _____
54. List five actions you can take to counteract an over-heating engine: _____

55. Explain how to handle the "care and keeping" of your engines **on descent**. _____

56. When should cowl flaps be open? _____
 When should they be closed? _____
57. What does "shock cooling" mean? _____
58. How can you prevent shock cooling? _____

Reviewed by: _____ Date: _____



COLORADO FLIGHT CENTER

AIRCRAFT SYSTEMS REVIEW

Piper PA-34-220T "Seneca V"

All aircraft documents may be used for this review.

Pilot Name: _____ Date: _____

1) What are the V speeds for this aircraft? _____

2) What is the maximum demonstrated crosswind component? _____

3) Describe the PA-34-220T engines:

a) How many cylinders? _____

b) Who is the manufacturer? _____

c) What is the horsepower rating? _____

d) Does it have fuel injectors or a carburetor? _____

e) Is the engine turbo-charged or normally aspirated? _____

f) Why is the right engine labeled LTSIO-360? _____

g) How are the cylinders arranged? _____

h) How is ignition provided? _____

i) What are the minimum and maximum oil capacities? _____

4) Describe the propeller system. _____

a) What company manufactured the propellers? _____

b) What does oil pressure do to the propeller? _____

c) Which lever manipulates oil pressure to the propeller? _____

d) Which unit regulates oil pressure to the propeller? _____

e) Does this aircraft have an unfeathering accumulator? _____

f) What is the purpose of the spring in the prop dome? _____

g) Define constant speed. _____

h) What unit adjusts the propeller to maintain a constant RPM and how does it do it? _____

i) Define full feathering. _____

j) Will the propeller always feather? _____

k) What are centrifugal stop pins? _____

l) What is the true purpose of the centrifugal stop pins? _____

m) What is the correct action for a propeller overspeed? _____

5) Describe the electrical system. _____

a) What are the indications of a failed alternator? _____

- b) Will the engines continue to run with the alternator and battery master switches turned off? _____
- 6) Describe the vacuum system. _____
-
- a) Which instruments & equipment are vacuum operated? _____
- b) What are the normal vacuum operating limits? _____
- c) How many vacuum pumps does the PA-34 have? _____
- d) What indications would occur in the event of a vacuum pump failure? _____
- 7) Describe the stall warning system. _____
-
- 8) Describe the fuel system. _____
-
- a) Explain how to cross feed fuel. _____
- 9) Describe the landing gear system. _____
-
- a) How is the landing gear actuated? Describe the pump. _____
- b) What keeps the gear in the up position? _____
- c) What keeps the gear in the down position? _____
- d) If hydraulic pressure is suddenly lost in flight, what indication, if any, would you have? _____
- e) In what three situations will the landing gear horn activate? _____
-
- f) What unit will not allow the gear to be retracted on the ground? _____
- g) What is the procedure to extend the gear manually (Emergency Gear Extension)? _____
-
- h) What airspeed is of importance during manual gear extension? _____
- i) Are the brake and the landing gear hydraulics interconnected? _____
- j) If you lose gear hydraulics, will you still have brakes? _____
- k) What indicates that the gear is in transit and the hydraulic pump is activated? _____
- 10) What type of braking system is used by the Seneca V? _____
- a) Where is the brake fluid serviced? _____
- 11) What type of flaps does the Seneca V have? _____
- a) What are the flap settings on the Seneca V? _____
- 12) What are the maximum taxi, takeoff, and landing weights? _____
- 13) What is the maximum baggage capacity? _____
- 14) Define V_{SSE} . _____
- 15) What are the drag factors on light twins? _____
- 16) Who determines V_{MC} for a particular aircraft? _____
- 17) Define V_{MC} . _____
- 18) Why is an aft CG used in determining V_{MC} ? _____
- 19) What are the factors in determining V_{MC} ? _____
-
- 20) Define critical engine and list the factors used to determine it. _____

- 21) What causes an aircraft to sideslip with the loss of an engine, and what action is required to correct this? _____

- 22) How much climb performance is lost when an engine fails? _____
- 23) What aircraft equipment checks are required under FAR part 91? _____

- 24) Define absolute and single-engine service ceiling. _____
- 25) What documents are required to be on the aircraft? _____

- 26) Explain lost communications procedures. _____
- 27) Will the propeller feather below 800 RPM. Why or why not? _____
- 28) Explain the pitot static system. _____
- 29) Does the PA-34 have an alternate static source? _____
a) If so, how is it activated and what actions are necessary to acquire the most accurate reading? _____

- 30) What instruments are pitot static? _____
- 31) Where is the pitot static port located? _____
- 32) How do you prevent a heater overheat? _____
- 33) What is the fuel capacity? How many gallons are unusable? _____
- 34) What grade fuel is to be used in the PA-34? _____
- 35) How many fuel pumps are on the aircraft? _____
- 36) When are the electric fuel pumps to be used? _____
- 37) What are the various positions on the fuel selector control? _____
- 38) Explain the procedure for cross feeding fuel when operating the right engine from the left tank. _____

- 39) If the cylinder head temp and oil temp approach the caution range, what can be done to assist in cooling? _____

- 40) When an engine is inoperative or feathered, what indication will be observed on the manifold pressure gauge? _____

- 41) Why is the manifold pressure gauge not necessarily a good indicator in determining an inoperative engine? _____

COLORADO FLIGHT CENTER
Security Awareness Training

Flight Instructor Name	Flight Instructor Certificate Number
<p>As a result of the terrorist attacks on 11 Sep 2001 the Aviation and Transportation Security Act established requirements for training foreign nationals.</p> <p>Colorado Flight Center staff members must be continuously vigilant to any suspicious activities. These activities may include but are not limited to:</p> <ul style="list-style-type: none">a. Paying for training in cashb. Showing interest in only certain areas of training but not others necessary for certification.c. Suddenly leaving a training program without explanationd. Any activity that appears suspicious or inconsistent with the intent to obtain full certificatione. Individuals on the airport property without apparent reason be theref. Persons who desire to rent aircraft without proper credentialsg. Persons with proper credentials who don't display a corresponding level of aviation knowledge or skillh. Any pilot who makes threats or statements inconsistent with normal aircraft operationsi. Any activity inconsistent with the normal activity of the airportj. Any pilot who appears to be under the control of someone else <p>Additionally, Colorado Flight Center Staff members will be continuously vigilant to ensure:</p> <ul style="list-style-type: none">a. Aircraft are not dispatched without proper authorizationb. Secured doors, access points, etc. remain lockedc. Persons without proper access identifications are immediately reported to airport security <p>Staff members will immediately report suspicious activities to the flight school manager, airport authority, or law enforcement as they deem necessary.</p> <p>I certify I have completed the Security Awareness Training required by 49 CFR 1552.23, documentation is attached.</p>	
Flight Instructor's Signature	Date

Colorado Flight Center Emergency Response Procedures

Immediate Actions

- 1) In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.
- 2) Notify the following people as soon as possible:
 - ◆ Colorado Flight Center Staff
 - Curtis Thomas (970)254-0444 or (970)261-2767
 - Bradley Sullivan (970)254-0444 or (970)210-5527
 - Collin Fay (970)254-0444 or (970)260-6547
 - ◆ Tyson Insurance Agency
 - Peter Tyson (866)305-0334
- 3) Do NOT make any statements speculating as to the cause of the incident to anyone.
- 4) If you received inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.

**Colorado Flight Center
Accident / Incident Initial Report**

Date of Occurrence:	Time Of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
Persons Involved	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	

Colorado Flight Center
Management Actions

- 1) Determine if NTSB Notification is required, if so notify them at:
1-800-123-4567

(See NTSB 830 for what constitutes as reportable occurrence)
- 2) Notify the Denver Flight Standards District Office: (303) 342-1100 or
(800) 847-3808
- 3) Notify the company's legal counsel.
- 4) Notify the company insurance carrier: (866)305-0334
- 5) Secure the records of all individuals involved.
- 6) Secure the records of the aircraft involved.
- 4) Secure the aircraft until released by the FAA/NTSB.
- 5) Arrange for medical examination of each aircraft occupant, injured or not, and
secure a physician's report of each individual.
- 6) Make no statements about the occurrence to anyone.
- 7) Make no speculations as to the cause of the occurrence.
- 8) Secure names and addresses of witnesses.
- 9) Arrange for photos of the incident.
- 10) Gather and secure any other pertinent information, names of investigating
officials, law enforcement, etc.


Mishap Procedures
Aircraft Checklist

- 1) Give first aid as needed to injured persons.
- 2) Move away from the aircraft and do not return except to assist passengers or for survival.
- 3) Notify emergency personnel if possible.
- 4) Notify Colorado Flight Center as soon as practicable.
- 5) Secure the aircraft until released by the FAA/NTSB.
- 6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physicians report of each individual.
- 7) Make no statements about the incident to anyone.
- 8) Make no speculations as to the cause of the incident.
- 9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.
- 10) Arrange for photos of the incident.

Colorado Flight Center
Flight Instructor Conduct

Flight Instructor Name	Flight Instructor Certificate Number
<p>I understand the viability of Cessna Flight Center is dependent on the service I provide its customers, and the manner in which I conduct flight instruction is critical to the customer's safety. I agree:</p> <ol style="list-style-type: none">1. To treat customers with respect.2. To conduct myself professionally, including appearance, speech, and punctuality.3. To provide customers with an accurate assessment of their progress.4. To follow the Colorado Flight Center approved syllabi.5. To document training using the Course Management Module and this company's approved procedures in a timely manner.6. To review the customer's training record, the syllabus of instruction, and ensure I have developed an efficient and enjoyable training plan for each flight.7. To schedule adequate time for the preflight and postflight briefings.8. To prepare customer billing statements accurately and fairly.9. To continually assess my own proficiency and not to perform or demonstrate maneuvers which I have not been approved to perform by the Chief Instructor nor ones I do not feel proficient in performing.10. Not to conduct maneuvers unless specified for a given course of training and a specific phase of training.11. To minimize the time I spend flying the aircraft during instruction.12. Not to conduct flight instruction for another company without prior approval from Colorado Flight Center's Chief Flight Instructor.13. Not to discuss customer's training with anyone other than Colorado Flight Center's staff.14. To notify the Chief Instructor of customers who are having training problems or conflicts with me or another member of the staff.15. To make my best effort in helping customers achieve their flying goals.16. To follow the guidance prescribed in the Colorado Flight Center Operations Manual.17. To encourage and assist customers to use the guidance contained in the Colorado Flight Center Operations Manual. <p style="text-align: center;">I understand that failure to follow the intent of this agreement is cause for dismissal.</p>	
Flight Instructor's Signature	Date

As part of our commitment to customer satisfaction, you may be asked to complete a feedback form such as this one. We appreciate your comments.

	<h2>Colorado Flight Center</h2> <h3>Customer Feedback</h3>	
Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Was the aircraft clean and serviced prior to your arrival?
<input type="checkbox"/>	<input type="checkbox"/>	Did your instructor have a training plan prepared for your lesson?
<input type="checkbox"/>	<input type="checkbox"/>	Was the pre-flight briefing adequate?
<input type="checkbox"/>	<input type="checkbox"/>	Did your instructor limit the amount of time they spent flying?
<input type="checkbox"/>	<input type="checkbox"/>	Were you comfortable with the maneuvers performed?
<input type="checkbox"/>	<input type="checkbox"/>	Was the post-flight briefing adequate?
<input type="checkbox"/>	<input type="checkbox"/>	Do you have a clear understanding of how to prepare for your next flight?
<input type="checkbox"/>	<input type="checkbox"/>	Do you feel you are progressing?
<input type="checkbox"/>	<input type="checkbox"/>	Are you looking forward to your next flight?
<input type="checkbox"/>	<input type="checkbox"/>	Were you treated professionally by our staff?
Comments: _____ _____ _____ _____		
	Aircraft:	Date: