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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.