Colorado Flight Center, Inc.

SAFETY PROCEDURES and PRACTICES

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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 Flight Safety

1.2.1 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.

1.3 Facilities

1.3.1 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 All staff and students should dispose of all outdated charts and regulations.

1.4 Payment Policy

1.4.1 Payment for services is due at the time the service is rendered.

1.5 Scheduling and Billing Policy

1.5.1 Instructors and aircraft are scheduled in two-hour blocks. Billing for instructor time is based on the amount of time scheduled; billing for aircraft is based on Hobbs time used.

1.5.2 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

1.5.3 Aircraft rentals of a full day or longer will require a minimum payment of 2 hours per 24 hour period.

1.6 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 and is familiar with overnight and extended rental terms and conditions
- 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 or his designee'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 Chief Flight Instructor, Chief Flight Instructor's designee, or owner. Business Cards with cell phone numbers for the Owner, Chief Flight Instructor, and all company Flight Instructors are in each Clipboard of Part 141 designated aircraft. These are the emergency contact phone numbers for student pilots.

2.3.5 Complies with all the provisions of 4.10.1 of this manual.

2.3.6 In the event of an incident or accident the Owner or Chief Flight Instructor will be notified immediately. 1.800.WXBRIEF may be called to comply with immediate notification requirements of the NTSB 830 or the FAA at 425.227.2000. Pilots will not make any statements to the media of any kind and should defer any requests to appropriate law enforcement on scene or NTSB or FAA accident investigators.

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 re-currency check for that make and model aircraft.

3.2.7 Pilots shall fly with a Company instructor, and receive an entry in a company approved aircraft record of training form from that instructor when regaining currency required by this manual.

Aircraft Operations

4.1 Preflight Actions

4.1.1 Pilots shall file a flight plan for all flights outside the local area of more than 25 nm miles. Instructor Pilots and dual flights shall file a flight plan when operating more than 50 nm miles from KGJT or KRIL.

4.1.2 All Colorado Flight Center Aircraft dispatched out of KGJT will have company issued survival kits on board 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 application of brakes does not stop the aircraft or when directional control cannot be maintained.

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 Informational 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 and in flight. Pilots should:

- Use caution not to over prime during start
- 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
- In case of engine fire in flight Pilots must be thoroughly familiar with checklist usage and checklist memory items and have reviewed manufacturer's POH guidance

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 (Colorado Flight Center employees only may taxi in low visibility all others must comply with other applicable sections of this manual for minimum visibility requirements).

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: Written authorization shall be in the form of a letter indicating the date and nature of the operation and shall be issued as a one time authorization only.

- 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 ½ 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 Vsse

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.

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 the Private pilot 141 course must have a valid Third Class medical certificate and Student Pilot, prior to beginning flight training.

5.2 Student Pilots

5.2.1 Private Pilot 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.

5.2.5 Student pilots may not occupy a practice area if there is any CFC aircraft in the area. Students must be aware of the possibility of other aircraft in the area and maintain see and avoid scanning and maneuver away from other aircraft at all times.

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, 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 Owner or Chief Flight Instructor 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.
- Ensure current maintenance status is reflected in aircraft dispatch books
- Ensure all maintenance personnel are qualified to perform the required inspections IAW 14 CFR 23, 39, 91, & 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 upon evaluation and decision by a qualified mechanic.

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

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 call the Chief Flight Instructor or Owner of CFC and then proceed with his/her instructions. The aircraft shall not be operated until released by a qualified mechanic who will make the appropriate entry into the aircraft discrepancy log showing the corrective action taken.

If the Aircraft is damaged during ground operations or an equipment malfunction is encountered the pilot will return the aircraft to the ramp if able. Certain malfunctions may require an immediate shutdown however the Pilot should exit the runway if doing so does not create any undue hazard to himself, the Aircraft, or other Aircraft. Upon exercising the proper course of action to prevent injury, avoid creating a hazard, and taking the proper actions to prevent further damage to the Aircraft, the Pilot will notify the Owner, Chief Flight Instructor, or supervising Instructor and follow his/her directions.

If a malfunction is encountered in flight, the pilot will land as soon as practicable and notify the Owner, Chief Flight instructor, or supervising Instructor and follow his/her directions. The Pilot will not attempt another takeoff but will comply with Section 2.3 of this manual.

7.4.2 Upon grounding of an aircraft Company authorized personnel will make an entry to the online scheduling system showing the aircraft is not available to be operated.

Authorized Company personnel will notify a Qualified Mechanic to schedule repairs.

The Dispatch Aircraft Clipboard will be removed from access to all Pilots except those Company Pilots designated to operate the Aircraft for surface movement or maintenance flights as determined by the Owner or Chief Flight Instructor.

7.5 Return to Service

Returning an aircraft to service after a grounding item can only be done when a return to service evaluation has been completed by the Owner or Chief Flight Instructor in conjunction with the opinion of a qualified Mechanic. The Qualified Mechanic will complete the appropriate Aircraft Logbook and Aircraft Dispatch Discrepancy Log pages as required under 14 CFR Part 43.

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. All entries shall be performed in accordance with the prescribed practices of 14 CFR Part 43.

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 Authorized Mechanic, could:

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

7.6.2 The Owner and/or Chief Flight Instructor will designate the most qualified instructor pilots to perform FCF's of aircraft being returned to service following maintenance.

7.7 Deferred Maintenance

7.7.1 The Chief Flight Instructor, or Owner of Colorado Flight Center will be the final authority for approving those discrepancies for which it has been determined by the Company Chief Flight Instructor, or Owner that the discrepancy may be safely deferred until the next scheduled inspection or earlier. Discrepancies the Chief Flight Instructor or Owner does not think can be deferred shall be considered grounding items.

7.7.2 Pilots who are in operational control of an aircraft whether during preflight inspection, in-flight, or during post-flight inspection, upon recognizing any discrepancy, un airworthy condition or inoperative equipment shall as soon as practical contact the Owner of Colorado Flight Center, Chief Flight Instructor in person or by phone and report the exact nature of any inoperable equipment or any condition which may in the pilots judgment render the aircraft un airworthy.

The point of contact by phone shall be:
The office phone 970.254.0444
The owner Bradley Sullivan 970.210.5527
The Chief Flight Instructor 970.260.0839

7.7.3 In principle Flights will not be dispatched from KGJT with any inoperable equipment; However if by determination of the Owner or Chief Flight instructor it is not practical to make repairs due to a Qualified Mechanics availability then the Flight may be dispatched with a deferred item only by authorization of the Owner or Chief Flight Instructor according to 7.7.4 and 7.7.5. This will be the case of an Aircraft away from KGJT.

Deferred items will be corrected as soon as possible by a Qualified Mechanic but no later than the next required inspection.

Deferred items may limit the type of operations for which the Aircraft may be used for and Pilots will be aware of this prior to flight by checking the Discrepancy Log for any currently deferred items.

7.7.4 Deferrable items shall be limited to the guidance provided under 14 CFR 91.213 (a),(b), and (d)(1)thru(4)

7.7.5 Other flights may be operated with a Special Flight Permit under 14 CFR 91.213 (e).

7.8 Completing the Aircraft Discrepancy Log and Deferring an item

7.8.1 The Aircraft Discrepancy Log is a two page document in the Aircraft key Clipboard assigned to each Aircraft operated by Colorado Flight Center. There is a White page and a Yellow page (see Section 7.9 for actual copies in the Aircraft Key Clipboard).

On the White page the first **box** contains the word **"Discrepancy"**
Pilots will use this box to list the discovered inoperative or un-airworthy equipment or condition. Example: **Left position light inoperative**

The **boxes** labeled **Date: Hobbs Time: Tach Time:** and **Reported by:** are self explanatory and will be completed by the Pilot.

The **box** labeled **"Corrective Action"** will **only be used** by pilots if the item **is deferrable** as described in Section 7 above and only with approval by the Owner, Chief Flight Instructor, or Authorized Mechanic. If the Item is deferrable it will be listed here with the statement: Example: **"Left position light Deferred per 91.213"**.

If the item is deferrable it will be labeled using the **INOP** stickers provided in each Aircraft Clipboard and will be **deactivated** by either pulling a circuit breaker if available for that piece of equipment or by selecting the off position of the switch for that equipment.
If no switch or circuit breaker is available for that piece of equipment then it must be deactivated by an Authorized Mechanic per 14 CFR 43

If the item **is not deferrable** as described in Section 7.7 above then the **box** labeled

"Corrective Action" will not be completed and the box labeled "**Limitations"** will be completed by the pilot with the statement **"grounded per 91.205"**

No other boxes on the White sheet will be completed by the Pilot

On the **Yellow page** only Deferred items will be recorded on this page

The box containing **"Deferred Discrepancy" will be completed** by the Pilot listing the exact same item as on the White Page box Discrepancy Example: **Left position light inoperative.**

The **boxes** labeled **Date: Hobbs Time: Tach Time:** and **Reported by:** are self explanatory and will be completed.

No other boxes on the Yellow sheet will be completed by the Pilot

Section 7.9 shows an example of the above instructions for proper completion of the forms

7.9 Discrepancy and Deferral Logs

Colorado Flight Center

Aircraft Discrepancy Log

Cessna Pilot Center

Aircraft: Example

Discrepancy: Left position Light Inoperative		(If deferrable complete Corrective Action below) (if not deferrable complete Limitations below)
Date:	06/15/15	**Corrective Action:** (e.g. repaired, replaced, or deferred): Deffered per 91.213 (complete yellow page)
Hobbs Time:	1460.8	
Tach Time:	760.1	
Reported by:	your name	**Limitations:** (If not deferred) Grounded per 91.205 (if grounded stop here)
This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.		
Corrected by: only completed by qualified Mechanic	**Certificate No.:** by Mechanic	**Date:** by Mechanic

Discrepancy:		
Date:		**Corrective Action:** (e.g. repaired, replaced, or deferred):
Hobbs Time:		
Tach Time:		
Reported by:		**Limitations:**
This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.		
Corrected by:	**Certificate No.:**	**Date:**

Discrepancy:		
Date:		**Corrective Action:** (e.g. repaired, replaced, or deferred):
Hobbs Time:		
Tach Time:		
Reported by:		**Limitations:**
This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.		
Corrected by:	**Certificate No.:**	**Date:**

Discrepancy:		
Date:		**Corrective Action:** (e.g. repaired, replaced, or deferred):
Hobbs Time:		
Tach Time:		
Reported by:		**Limitations:**
This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.		
Corrected by:	**Certificate No.:**	**Date:**

Discrepancy:		
Date:		**Corrective Action:** (e.g. repaired, replaced, or deferred):
Hobbs Time:		
Tach Time:		
Reported by:		**Limitations:**
This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.		
Corrected by:	**Certificate No.:**	**Date:**

Colorado Flight Center

Colorado Flight Center
Deferred Maintenance Log

Cessna
Pilot Center

Aircraft: Example

Deferred Discrepancy: Left Position Light Inoperative

		Corrective Action:
Date:	06/15/15	only to be completed by Qualified Mechanic
Hobbs Time:	1460.8	
Tach Time:	760.1	
Deferred By:	your name	

This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.

Corrected by: only to be completed by Qualified Mech. Certificate No.: completed by Mech Date: completed by Mech

Deferred Discrepancy:

		Corrective Action:
Date:		
Hobbs Time:		
Tach Time:		
Deferred By:		

This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.

Corrected by: Certificate No.: Date:

Deferred Discrepancy:

		Corrective Action:
Date:		
Hobbs Time:		
Tach Time:		
Deferred By:		

This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.

Corrected by: Certificate No.: Date:

Deferred Discrepancy:

		Corrective Action:
Date:		
Hobbs Time:		
Tach Time:		
Deferred By:		

This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.

Corrected by: Certificate No.: Date:

Deferred Discrepancy:

		Corrective Action:
Date:		
Hobbs Time:		
Tach Time:		
Deferred By:		

This aircraft was repaired in accordance with manufacturer's service instructions and current FARs and is approved for return to service.

Corrected by: Certificate No.: Date:

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 hours[1]

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 Rating[2]
- 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 hours[1]

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
Cockpit Management	X	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X	X
Taxiing, Surface	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
IV. AIRPORT OPERATIONS									
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X			X	X	X
Airport/Runway Markings/Lighting	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
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X_2	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	
orward 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
Diversion	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			
X. EMERGENCY OPERATIONS									
Loss of Communications	X	X			X	X	X		
Emergency Descent	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	
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
Parking and Securing	X	X	X	X	X	X	X	X	X
XIII. GENERAL									
Visual Scanning/Collision Avoidance	X	X	X	X	X	X	X	X	X
Operation of Systems	X	X	X	X	X	X	X	X	X
Runway Incursion Avoidance	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 $\pm$ 5 degrees of pitch and/or $\pm$ 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	a. Initial Flight Review	a. the checkout is incomplete and customer cannot act as PIC of any company aircraft.
	b. Flight Review	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. Aircraft Make & Model	c. the check is incomplete and customer may not act as PIC in that make/model aircraft.
	d. Initial IPC	d. the check is incomplete and the customer may not exercise instrument privileges.
	e. IPC	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. Night	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.