STANDARD OPERATING PROCEDURES

Updated 2/12/2025

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Chapter 1: Company Overview and Financial Practices

1.1 Mission Statement

At Colorado Flight Center, our unwavering commitment is to provide aspiring aviators with a foundation of safety, respect, and excellence in their journey through the skies.

Our foremost mission is SAFETY. We prioritize the well-being of our students, instructors, and the broader aviation community. Through rigorous training, continuous safety assessments, and a proactive safety culture, we ensure that every flight at Colorado Flight Center is conducted with the utmost care and attention to detail. Our goal is to instill a deep understanding of aviation safety principles that will guide our students throughout their flying careers.

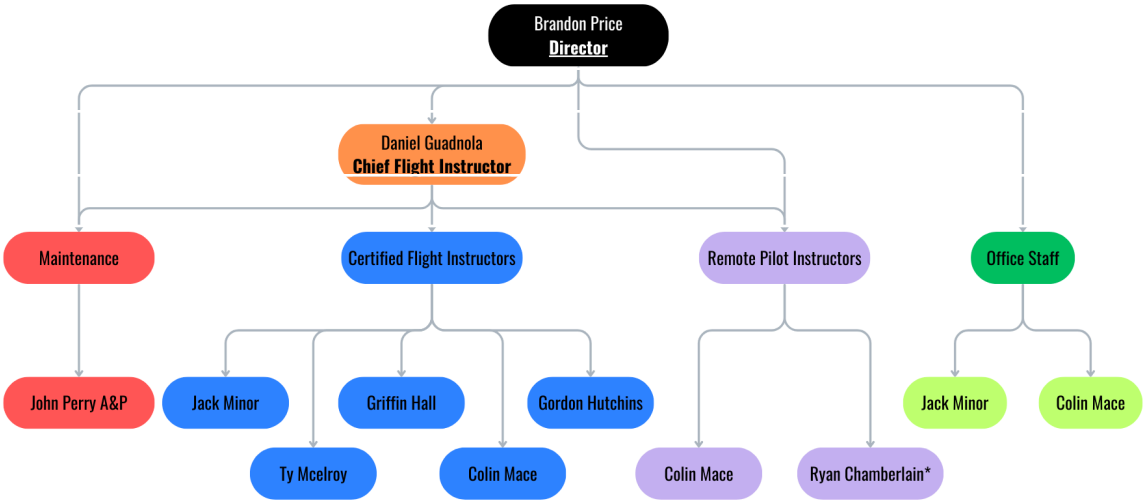
We embrace RESPECT as a cornerstone of our institution. Respect for our students, our instructors, our colleagues, and, most importantly, the students and customers. We foster an environment where open communication and empathy are paramount. At Colorado Flight Center, every individual is valued, and their contributions are celebrated, creating a supportive and collaborative atmosphere.

We aspire for nothing less than EXCELLENCE in all we do. Excellence in instruction, aircraft maintenance, and customer service. We maintain the highest standards of training, employing skilled and experienced instructors, utilizing up-to-date and well-maintained aircraft, and offering a curriculum designed to propel our students to their fullest potential as aviators. We constantly seek opportunities for improvement, innovation, and learning.

Our mission is to prepare our students not just to fly, but to soar with confidence, integrity, and a deep sense of responsibility. We are dedicated to shaping the next generation of safe, respectful, and excellent aviators who will contribute positively to the aviation industry and their communities.

At Colorado Flight Center, we're not just teaching people to fly; we're fostering a culture of safety, respect, and excellence in the skies. Together, we reach for the highest altitudes and the brightest horizons, empowering the dreams of aviation enthusiasts with unwavering dedication.

1.2 Colorado Flight Center Staff



1.2.1 Chain of Responsibility

1.2.1.1. Instructors

CFIs and Instructors are empowered and entrusted to run their own lessons and schedule, within Company Guidelines. They are supported and led by the Chief Flight Instructor. Instructors are encouraged to utilize the Chief Flight Instructor for questions, flight training help, and any other support they require while performing their duties for the Company.

As the manager of the instructors, the Chief Flight Instructor has a large list of additional responsibilities and duties, listed out in detail in the Chief Flight Instructor's Contract. One of these managerial responsibilities is to ensure that

all instructors are working off of the same standardized practices that result in safe flight outcomes and successful students.

THREE STRIKE POLICY

In order to support the Chief in that position, the Company holds a 3 strike policy in place for its employees working under the Chief. If for any reason an instructor is not fulfilling their duties correctly for the Company, they will meet with the Chief to go over the issue, identify the problems that lead to it, and decide on necessary actions to rectify the situation, and receive a verbal “1st strike”. If the issue persists and continues to be a problem, the employee will be asked to meet with the Chief Flight Instructor as well as the Flight School Director to solve the problem, and receive a more formal, written warning, “strike 2”. If the problem with the employee continues beyond this point, the employee will receive a formal letter of termination and be removed from the company.

1.2.1.2. Maintenance Employees

Mechanics and all other maintenance employees are trusted to fulfill their duties as directed by the Director of Maintenance, within Company Guidelines. They are supported and led by the Director of Maintenance. Employees are encouraged to utilize the Director of Maintenance for questions, help, and any other support they require while performing their duties for the Company.

As the manager of those employees, the Director of Maintenance has a large list of additional responsibilities and duties, listed out in detail in their Contract. One of these managerial responsibilities is to ensure that all employees are working off of the same standardized practices that result in safe flight outcomes and successful students.

THREE STRIKE POLICY

In order to support the Director in that position, the Company holds a 3 strike policy in place for its employees working under the Director. If for any reason an employee is not fulfilling their duties correctly for the Company, they will meet with the Director to go over the issue, identify the problems that lead to it, and decide on necessary actions to rectify the situation, and receive a verbal “1st strike”. If the issue persists and continues to be a problem, the employee will be asked to meet with the Director of Maintenance, as well as the Flight School Director to solve the problem, and receive a more formal, written warning, “strike 2”. If the problem with the employee continues beyond this point, the employee will receive a formal letter of termination and be removed from the company.

**In the event that there is no active Director of Maintenance role, these duties and responsibilities will fall to the Chief Flight Instructor, working with their Assistant Chief, and any applicable Maintenance shop or contracted mechanic, until such time that the Director of Maintenance position can be filled.

1.3 Flight Safety

Flight safety is everyone's responsibility. Staff and customers are encouraged to reference the Safety Practices and Procedures Manual, and to immediately bring any safety-related issues, or any potential safety issues, to the attention of management.

1.4 Flight Instructor Status

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 Payments

Payment for services is due at the time the services are rendered.

1.5.2 Prepaid Accounts

Customers may prepay accounts, if desired, to facilitate the payment process. Prepayments made by cash, check, or credit card. Unused balances will be refunded on request or whenever a customer completes a course of training for which the payment was intended.

1.6 Scheduling and Billing Policy

1.6.1 Schedule Blocks

Instructors and aircraft are scheduled in two-hour blocks as a default. Though some lessons may require more or less time than others, a “scheduled lesson” will be considered a two-hour time commitment.

1.6.2 Billing

Billing for instructor time is based on the amount of time the student receives instruction, as recorded in Flight Schedule Pro and the pilot logbook. Billing for the aircraft/equipment is based on the Hobbs time used.

1.6.3 Cancellation Policy

We maintain a 24-hour cancellation policy. Students/Pilots will be billed for the dispatching CFC instructor’s scheduled time for any appointment canceled 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, until the ground training requirements have been satisfied.

1.6.4 Full Day Rentals

Aircraft rentals of a full day or longer will require a minimum payment of 3 hours per 24 hour period.

1.7 Insurance Coverage

1.7.1 Liability Insurance

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 $2,500 - $5,000 (depending on the aircraft type).

1.7.2 Insurance Authorization

Pilot renters and students 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 Coverage

Insurance covers both Colorado Flight Center and the student pilot/renter.

1.8 Aircraft/Facilities

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. All Pilots/CFIs should dispose of any trash from the aircraft after each flight, keep the windscreens clean, and maintain the needed equipment and accessories listed out in each aircraft's securing checklist/dispatch instructions.

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 "CFC Instructor" refers to any approved Colorado Flight Center Instructor
- 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
- The term "Dispatching" refers to the instructor who is checking out or checking in a student, renter, or aircraft.

Chapter 2: Aircraft Dispatch Procedures

2.1 Dispatch Procedures

2.1.1 Dispatch Verification

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 Dispatching Authority

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 Dispatching Responsibility

The individual dispatching an aircraft will ensure the PIC:

- Has read the pertinent sections of this manual and notices on Flight Schedule Pro and/or the school boards
- Has presented a valid government picture identification
- Has presented a valid TSA required identification (if applicable)
- 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 Scheduling and Billing Policy form
- Has completed the Liability Agreement
- Has an account in good standing

Any flight instructor or other employee must dispatch the aircraft as it is shown and scheduled on Flight Schedule Pro. If any changes need to be made, they must be changed and reflected in Flight Schedule Pro prior to checkout/dispatch. Hours and accuracy must be verified before and after each flight via the scheduling and hours tracking software.

2.3.2 Renter Pilot Scheduling

Renters/Students with at least a PPL who would like to book/schedule a flight have a number of options to do so.

- Calling/Visiting the office and speaking with a CFC staff member who is authorized to place them on the schedule to book a flight.
- Utilize their access to our scheduling software, Flight Schedule Pro, to see when a plane is available for rent, and create a reservation via this software. Renters must be aware that any aircraft reservations made this way are requests, and are not official until signed off by an authorized staff member. Renters can see the status of these requests on the reservation. There will be a red vertical line on the blue-colored reservation block indicating that it has not been approved. Once it receives approval, that red line will disappear, and the booking will be official, and subject to the same cancellation policy of any other rental or reservation.

2.3.3 Student Pilot Dispatch

Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.

2.3.4 Unscheduled Landings

If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Flight Instructor's authorization.

2.3.5 Precautionary Landings

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.

Chapter 3: Pilot Qualification and Currency Requirements

3.1 Qualifications

3.1.1 Before Flight Training

Before conducting any flight training (not including a Discovery or other marketing flight), customers must provide a valid, government-issued photo ID, as well as complete the following:

- Customer Data Form
- Rental Agreement
- Liability Agreement
- Statement of Financial Responsibility
- Billing and Scheduling Agreement
- Credit Card Authorization
- Photo Release Form

3.1.2 Initial Pilot Requirements

Refer to Attachment I for a list of initial pilot requirements.

3.1.3 Checkouts (Make and Model)

Pilots must complete a make and model checkout in each aircraft they desire to fly as PIC. They must also meet all, if any, additional insurance coverage requirements based on the insurance policy carried by Colorado Flight Center or their specific renter's insurance.

3.1.4 Checkouts (Night)

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

3.2 Pilot Currency

3.2.1 Flight Reviews (Company)

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 IFR Currency

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 Flight Reviews (Customers)

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 Logbook Endorsements

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

Chapter 4: Aircraft Operations

4.1 Preflight Actions

4.1.1 Flight Plans

Pilots are encouraged to file a VFR flight plan/receive flight following for all flights outside the local area.

4.1.2 Flotation Equipment Onboard

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.

4.1.3 Fuel Requirements

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.

4.1.4 Fuel Reserves

Pilots will not initiate or continue any flight that cannot adhere to the following minimums:

- 1 Hour past the first point of intended landing during VFR Day
- 1.5 hours past the first point of intended landing during VFR Night
- 1.5 hours past the first point of intended landing during any IFR training flight.

Students and Renters wishing to takeoff with less fuel than described above will need approval from a dispatching CFC instructor, and must comply with minimums prescribed in 14 CFR Part 91, § 91.151, and 91.167.

4.1.5 Fuel vs. Weight and Balance

Unless weight and balance limitations dictate otherwise; pilots will take off with either the fuel reserves listed above, their personal minimums (only if higher than above), or as approved by the dispatching CFC instructor.

4.1.6 Chocks/Tie Downs Onboard

Pilots shall ensure adequate tie-down equipment is on board before each flight and will notify the Chief Flight Instructor if they are missing. Colorado Flight Center-owned chocks and tie downs will be taken with the plane each flight, and not left on the ramp.

4.1.7 Seat Belts

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 Performance Calculations

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 Weight and Balance

Pilots will calculate weight and balance data for each flight.

4.1.10 Loose Items

Pilots will ensure loose items are secured prior to flight.

4.1.11 Securing/Dispatch Checklists

Pilots will ensure that all items are accounted for that are listed in the Aircraft Items Checklists bin in each aircraft after each flight. Any discrepancies or items that were used and need replacing will be noted in the “Notes” section of this dispatch book entry. Pilots will also ensure that every item on the aircraft-specific Securing checklist, located in the dispatch book, is completed at the end of each flight. If any items on the checklist are unable to be completed, the pilot will communicate with a Staff member as to why.

4.2 Ground Operations

4.2.1 Braking Action

Pilots will not taxi on surfaces where braking action or directional control is questionable.

4.2.2 Contaminated Surfaces

Pilots will not take off or land on surfaces with standing water, snow, or ice.

4.2.3 Fire Extinguishers

Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

4.2.4 Passenger Escort

Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.

4.2.5 Tow Bars

Pilots will use the designated tow bar (or the proper procedures outlined in the POH, if the aircraft does not have a 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 (unless prescribed by the POH or as approved by Director of Maintenance).

4.2.6 Parking

Pilots must park aircraft only in designated ramp areas.

4.2.7 Smoking

Smoking is prohibited in, or within, 50 feet of aircraft.

4.2.8 Securing the Aircraft

Airplanes will be tied down, with at least one main wheel chocked, flight control lock installed, all doors locked, cowl plugs installed (when available), and the pitot tube cover installed when parked. The “Aircraft Items” checklist in the storage area of the aircraft will be checked, and the “Securing Items” checklist in the dispatch book for each aircraft will be followed.

4.2.9 Passenger Deplaning

Passengers will not board or deplane when any of the aircraft engines are operating.

4.2.10 Preflight Propeller Precautions

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

4.2.11 De-Icing Procedures/TKS

Responsibilities

- Pilots (CFIs and students): Ensure the aircraft is properly de-iced before flight.
- Maintenance/Office Personnel: Maintain TKS fluid levels and system functionality.
- Flight School Management: Ensure adequate supply of TKS fluid and compliance with SOP.

Required Equipment & Materials

- Approved TKS fluid (Type II—DTD406B, or equivalent)
- Personal protective equipment (PPE) (gloves, goggles)
- TKS Sprayer Reservoir (1 in hangar, 1 in school storage)
- Clean rags or lint-free wipes (for excess fluid removal)

Procedures

- Pre-Inspection:
    - Conduct a thorough pre-flight inspection to assess ice accumulation.
    - Verify TKS fluid levels in the sprayer reservoir and bring sprayer out to aircraft if needed.

- Using TKS:
    - If light icing is present, activate the TKS sprayer, lightly and evenly covering the control/flight surfaces and any other frosted/iced surfaces
    - Ensure fluid is evenly distributed across protected surfaces.
    - A little fluid goes a long way, so be conservative and note melt levels
- Additional Manual Application (if necessary):
    - If ice contamination is significant, apply TKS fluid manually to leading edges using a clean rag.
    - Allow fluid to break down ice before gently removing excess buildup.
    - Ensure an even coating remains for continued protection.
- Final Check:
    - Confirm all ice has been removed from critical surfaces.
    - Verify the aircraft is in an airworthy condition before departure.

Post-Flight Maintenance

- Fluid Replenishment:
    - Check and refill TKS fluid levels in the sprayer after each flight.
    - Ensure sprayers are put back in the hangar/school storage. They are not to be placed in the aircraft for flight or left on the ramp at any time.
- System Inspection:
    - Inspect nozzles, pumps, and sprayer body for blockages or leaks.
    - Report any malfunctions to maintenance personnel immediately.
- Storage & Handling:
    - Store TKS fluid in a temperature-controlled environment per manufacturer guidelines.
    - Dispose of used rags and contaminated fluid per environmental regulations.

Safety Considerations

- Always wear PPE when handling TKS fluid to avoid skin and eye irritation.
- Avoid inhalation of fumes and prolonged exposure.

- Do not allow TKS fluid to contaminate brakes or tires.
- Follow all local, state, and federal guidelines for chemical handling and disposal.

4.3 Engine Starting and Taxiing

4.3.1 Aircraft Taxi and Ground Operations

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 Engine Start

Before starting engines, pilots will turn on the rotating beacon (when rotating beacon is not available, utilize position and strobe lights), thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.

4.3.3 Prop Wash

Pilots must use caution to prevent damage as a result of propeller/rotor blast.

4.3.4 Engine Fire Procedures

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 Taxi Clearance

Pilots will obtain taxi clearance at controlled airports, or self-announce taxi intentions at uncontrolled airports.

4.3.6 Taxi Distances

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 Taxi Speed

When operating at KGJT pilots will not exceed the following ground speeds:

- 10 knots on Taxiway C1A
- 15 knots on Taxiway C
- 20 knots on Taxiway A

When operating at unknown airports, unless prescribed in that airport A/FD, pilots will maintain a ground speed less than 15 knots on designated movement areas, and no more than 5 knots of ground speed in non-movement areas.

4.3.8 Taxi Visibility

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

4.4 Weather Minimums

4.4.1 Day VFR Minimums

Unless approved by the dispatching CFC instructor, day VFR airplane minimums are 3000 foot ceilings and 5 miles visibility for the local area; 5000 foot ceiling and 5 miles visibility must be forecasted for all other flights.

4.4.2 Night VFR Minimums

Night VFR airplane minimums are 7000 foot ceilings and 6+ miles of visibility as published on the most current METAR as well as forecasted by the TAF.

4.4.3 IFR Takeoff Minimums

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 Maximum Crosswind

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

4.4.5 Maximum Tailwind

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

4.4.6 Maximum Surface Winds

Unless approved by dispatching CFC instructor, 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 Night Rules

Unless approved by 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 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.
- Land and Hold Short Operations (LAHSO) when renting or operating on an overnight trip.

Unless approved by the dispatching CFC instructor, the following shall not be performed at night:

- Simulated night instrument practice in the local area unless there is, with night currency in the aircraft being flown, a safety pilot on board.
- 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
- Cross country 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 holds a current instrument rating.

4.6 Operations at Non-Towered Airports

4.6.1 Non-Towered Airport Rules

Pilots shall:

- Avoid extended holding delays across the hold line or in takeoff position
- Not perform straight-in VFR approaches to uncontrolled airports, unless approved by the overseeing CFC Instructor.
    - Note: This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor ATC/ARTCC 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 Altitude Rules

Unless approved by dispatching CFC instructor, 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 as approved by the CFC instructor.
- Ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft (ie; clearing the engine, not flash cooling the engine, lean/enrichen properly, etc.)
- 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 Limitations without Instructor

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 Limitations below 3000’

Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitude recoveries below 3,000 feet AGL.

4.8.3 Single Engine Ops

Instructors shall not simulate engine failures on the runway at an airspeed greater than ½ VMC and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop. 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 Feathering

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 Simulated Engine Failures

Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.

4.8.6 Single Engine Go-Arounds

Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

4.9 Other Restrictions

4.9.1 Rules

Pilots shall not:

- Conduct formation flights
- Use company aircraft for towing aircraft or banners

- Use company aircraft for parachuting or skydiving
- 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, unless approved by the dispatching CFC instructor
- Hand prop any aircraft, unless approved by the dispatching CFC instructor
- Perform intentional in-flight engine shutdowns, except as provided in 4.8.4

4.9.2 PIC Placement

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
- The dispatching CFC instructor has approved otherwise

4.10 Refueling

If at Grand Junction and/or utilizing the FBO for fuel services, Pilots shall:

- Communicate with the FBO and Follow the refueling procedures as specified in the Securing Aircraft Checklists in the Dispatch books for each aircraft.

When operating outside of Grand Junction/utilizing Self-Serve fuel services, 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
- Log the correct estimated beginning and ending fuel levels for each flight
- Save all fueling receipts and return them in the Dispatch book with details given in the “Notes” section, if needed

Chapter 5: Pilot Training

5.1 Training Prerequisites

5.1.1 Training Medical

Customers enrolled in any course must have a valid Third Class medical certificate prior to the fourth flight lesson, unless approved by the Chief Flight Instructor/other authorized personnel.

5.2 Student Pilots

5.2.1 Student Solo Rules

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 3,000 foot ceiling and 5+ miles visibility
- Fly in the local training area when the weather is less than a 5,000 foot ceiling and 6+ miles visibility
- Fly cross-country when the forecasted weather is less than a 7,000 foot ceiling and 6+ miles visibility
- Perform touch-and-go landings, except when authorized by the dispatching CFC instructor
- Fly more than 10 hours solo or exceed 30 days without a proficiency flight with a company instructor, which will include all items listed in 14 CFR Part 61 § 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 Cross-Country Flight

When operating as a student, or with a student:

- The dispatching CFC instructor must approve all solo student cross-country flight planning as per 14 CFR Part 61 § 61.93.
- The dispatching CFC instructor and student must comply with all preflight actions required by 14 CFR Part 91 § 91.103 (ie: NWCRAFT)
- Will comply with all company policies regarding airport requirements

When operating as a pilot renter:

- Will comply with all weather minimums prescribed by 14 CFR Part 91 § 91.155, 91.175, as well as the weather minimums published in this document.
- Will comply to fuel requirements in this document as well as the regulatory requirements prescribed in 14 CFR Part 91 § 91.151, 91.167
- Will comply with all preflight actions required by 14 CFR Part 91 § 91.103 (ie: NWCRAFT)
- Will comply with all company policies regarding airport requirements.

5.2.3 Solo Flights

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 Flight Instructor. Insurance requirements for supervising solos must be followed in accordance with the specific aircraft specifications/coverage.

5.2.4 Cross-Country Solo Flights

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 their dispatching CFC instructor.

5.3 Runway Incursion Awareness

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

Chapter 6: Flight Instructor Procedures

6.1 Chief Flight Instructor Responsibilities

See Attachment II - Chief Flight Instructor Responsibilities

6.2 Flight Instructor Responsibilities

See Attachment III - Flight Instructor Responsibilities

6.2.1 Instructor Checkouts

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 unless otherwise approved by the Chief Flight Instructor and the Director.

6.2.3 Annual Evaluations

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 the Plan of Action for the evaluation.

6.3 Flight Instructor Conduct

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.

See Attachment IV - CFI Code of Conduct

6.4 Pilot Checkout Procedures

6.4.1 Expectations for the Overseeing Instructor

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 Initial & Annual Checkouts

All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 6. 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 6; 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 Initial Instrument Checkouts

All initial instrument checkouts will be performed according to Attachment 6 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 Flight Checkouts

Instructors will ensure that the pilot checkouts are conducted according to this manual and 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's ability to meet these 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.

Chapter 7: Maintenance Procedures

7.1 Director of Maintenance Responsibilities

See Attachment V - Director of Maintenance Responsibilities

**In the event that there is no active Director of Maintenance role, these duties and responsibilities will fall to the Chief Flight Instructor, working with their Assistant Chief, and any applicable Maintenance shop or contracted mechanic, until such time that the Director of Maintenance position can be filled.

7.2 100 Hour Inspections

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

7.3 Time Between Overhaul (TBO)

7.3.1 Overhaul Decision

Aircraft components will be overhauled upon evaluation and decision between the maintenance director and a mechanic with inspection authorization.

7.3.2 Component Replacement

Aircraft components will be replaced at the manufacturer’s recommended replacement interval as required.

7.3.3 Service Bulletins

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

7.4 Squawks/Grounding

Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not in an airworthy condition. Pilots shall document all squawks in Flight Schedule Pro (as the discrepancy log), and determine and note in that system whether or not the aircraft should be grounded for inspection/repair. Upon that action, the system shall notify the appropriate company personnel (Director of Maintenance and/or Chief Flight Instructor), who will document all squawks in the designated deferred maintenance log (See § 7.7). Once grounded, the aircraft shall not be operated until released by authorized company personnel.

7.5 Maintenance Records

7.5.1 Logbook Entries

Logbook entries shall contain reference to the appropriate section of the FARs, 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.

7.6 Functional Check Flight (FCF)

7.6.1 Return to Service Flights

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 Scheduling Functional Check Flights

Either the Chief Flight Instructor or the Maintenance Director will designate the most qualified instructor pilots to perform FCFs of an aircraft being returned to service following maintenance.

7.7 Deferred Maintenance

Any discrepancies identified by pilots, instructors, or maintenance personnel that do not affect the aircrafts airworthiness status will be recorded in the deferred maintenance log with the appropriate information.

7.8 Corrosion Control

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 I: 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

Multi-Engine Aircraft

All Horsepower Ratings:

- Airman's certificate (AMEL): Private, Commercial, or ATP ; Instrument Rating
- 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

Notes

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 II: 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
- Overseeing Flight Training Programs: Develop, maintain, and supervise the flight training curriculum, syllabi, and Training Course Outlines, with the help of the Flight Center Director, ensuring it meets regulatory requirements and industry best practices.
- Supervising Flight Instructors: Manage, mentor, and provide guidance to flight instructors, ensuring they maintain high instructional standards and safety protocols.
- Manage the instructors and staff to complete items and duties needed by the Flight Center. (Ex. hanger or office cleaning, marketing days, meetings, etc.)
- Training and Evaluation: Conduct or oversee the training and evaluation of flight instructors, ensuring their proficiency and adherence to school policies and procedures.
- Schedule and coordinate stage checks for all students with their CFIs, ensuring that the student is ready to progress and that the CFI has done their job according to Company standards.
- Flight Instruction: Provide flight and ground instruction to students as necessary, serving as a mentor and resource for both students and instructors.
- Maintaining Safety Standards: Uphold a culture of safety and compliance with regulations, regularly reviewing and updating safety procedures and protocols.
- Aircraft Maintenance Oversight: Work closely with the Director of Maintenance* to ensure aircraft are properly maintained and airworthy, conducting periodic inspections and following established maintenance schedules.
- Regulatory Compliance: Ensure the school's compliance with all relevant aviation regulations, including keeping track of changes and updates in the regulations and implementing necessary changes within the flight school's operations.
- Student Progress Monitoring: Oversee and review student progress, ensuring that each student receives appropriate training and guidance for successful completion of their training.
- Customer Relations: Maintain positive relationships with students, providing guidance, addressing concerns, and ensuring a high level of customer satisfaction.
- Administrative Duties: Handle administrative tasks such as scheduling, record-keeping, reporting, and other operational aspects of the flight school.
- Hire on staff, instructors, and managers as needed, with the help of the Flight School Director.
- Promotion of the Flight School: Act as a representative of the flight school in the aviation community, promoting the school's reputation, programs, and achievements.
- Continuing Education: Stay updated on industry trends, teaching methods, and regulatory changes to ensure the school remains at the forefront of aviation education.

- Conflict Resolution: Address and resolve conflicts or issues that may arise between staff, students, or within the operational workflow.
- Emergency Procedures: Develop and ensure all staff and students are adequately trained in emergency procedures and protocols.

* In the event that the role of Director of Maintenance isn't filled the Chief Flight Instructor will oversee the duties and responsibilities of that position.

Attachment III: Flight Instructor Responsibilities

- Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised
- Maintain a valid FAA Medical Certificate
- Assist the Chief Flight Instructor, as required, in developing training and checkout procedures

- Conduct training and checkouts according to the Operations Manual and applicable FARs
- Utilize Flight Schedule Pro for scheduling, planning student training , billing and invoicing, and as directed by the Company
- Conduct training along with the Colorado Flight Center's Training Course Outlines, record and grade all training sessions and keep the records of the student and their training up to date.
- Adhere and follow all rules, regulations, and guidelines set forth in the Colorado Flight Center Operations Manual, Safety Practices and Procedures Manual, Instructor Code of Conduct, and any and all other policies and practices set by the Company.

Attachment IV: Code of Conduct

1. Commitment to Safety

1.1. Safety First: The safety of students, passengers, and fellow aviation professionals is paramount. Ensure that safety is never compromised, and agree to follow the Colorado Flight Center's Safety Practices and Procedures Manual.

1.2. Compliance: Adhere to all relevant aviation regulations, procedures, and safety practices. Maintain the highest standards of airworthiness for aircraft used in training. Agree to follow the guidance prescribed in the Colorado Flight Center Operations Manual, and agree to encourage and assist students and customers to do the same.

1.3. Continuous Learning: Stay current with developments in aviation and safety practices. Engage in ongoing education and professional development.

2. Professionalism

2.1. Professional Appearance: Maintain a professional appearance and demeanor while representing our flight school. Pants, collared shirts or polos, and/or CFC logoed attire are strongly encouraged. T-shirts or graphic tees/jackets/etc are not acceptable.

2.2. Punctuality: Be punctual and well-prepared for all instructional sessions and flights. Arrive 5 minutes or more before lessons are scheduled, and be ready to go when the student walks in.

2.3. Respect: Treat all students, colleagues, and staff with respect and courtesy. Foster a culture of respect within the flight school. Consider the next student and instructor that has the plane after you. Stay informed of the schedule that day, and take steps in your post-flight that set the next instructor and student up for success.

2.4. Confidentiality: Maintain the confidentiality of sensitive student and school information. Do not discuss a student's training with anyone other than Colorado Flight Center staff.

2.5. Language: Use courteous and professional language when communicating with students, customers, and fellow staff. Do not talk about students or other instructors in front of students. Always communicate professionally.

3. Ethics

3.1. Integrity: Conduct all instructional and flight activities with honesty and integrity. Uphold the highest ethical standards.

3.2. Effort: Make your best effort to help each student and customer achieve their flying goals.

3.2. Avoid Conflicts of Interest: Avoid any conflicts of interest that could compromise the safety or impartiality of instruction. Do not take students or customers of the flight center on for freelance work or work with another instructor or school.

3.3. Avoid Instructing for other Flight Schools: Do not conduct flight instruction for another company without prior approval from the Chief Flight Instructor of the Colorado Flight Center.

4. Teaching Excellence

4.1. Standardized Curriculum: Follow the Colorado Flight Center approved syllabi. Work with our staff and our Chief Flight Instructor to learn the training syllabi and curriculum that we have set forth and continue to build out. Stay flexible, and be willing to grow and adapt to the flight center's track as we move forward.

4.2. Training Documentation: Use the Training Course Outline built for each student to document and record all progress each student has made. Ensure all information on their training and progress is recorded in the appropriate manner, so that another teacher could pick up where you left off, if needed. Review the training record and syllabus and ensure that you have developed an efficient and enjoyable training plan for each lesson.

4.3. Effective Communication: Provide clear, effective, and constructive instruction to help students develop their knowledge and skills. Accurately assess the student's progress, and continuously communicate that progress to the student.

4.4. Adaptability: Tailor instruction to individual student needs and learning styles. Be patient and supportive, recognizing that each student may progress at a different pace.

4.5. Professional Development: Continually strive for excellence in instructional techniques, adapt to changing technologies, and stay updated on best practices in aviation education.

4.6. Feedback: Provide constructive feedback and evaluations to help students recognize their strengths and areas for improvement.

5. Scheduling and Billing

5.1. Pre and Post Flight: Schedule adequate time for the pre and post flight briefings.

5.2. Billing: Include billing and invoicing in your post flight time and planning. Prepare billing invoice/statements correctly and fairly using the system in Flight Schedule Pro.
5.3. Collection: Communicate with any students and customers who owe money about what they owe, and collect payments if able and applicable, after each lesson.

6. Reporting and Accountability

6.1. Incident Reporting: Promptly report safety incidents, near misses, and concerns following established reporting channels.

6.2. Accountability: Accept responsibility for actions and decisions made as a flight instructor. Acknowledge and learn from mistakes to prevent recurrence. Be willing to work with the Chief Flight Instructor to learn what mistakes were made, and how to correct them in the future.

6.3. Notification: Notify the Chief Flight Instructor of students and customers that are having training problems or conflicts with yourself or another member of the staff.

7. Compliance with Regulations

7.1. Regulatory Adherence: Ensure compliance with all relevant regulations and any and all additional flight school policies and procedures.

7.2. License and Certificate: Maintain a valid flight instructor certificate and medical certification, ensuring compliance with all currency and renewal requirements.

8. Collaboration

8.1. Teamwork: Collaborate effectively with fellow flight instructors, staff, and aviation professionals to promote a culture of safety and excellence. Attend scheduled staff meetings to remain eligible to receive new students.

8.2. Mentorship: Be willing to mentor and guide less experienced flight instructors or students when appropriate.

9. Personal Responsibility

9.1. Self-Improvement: Take responsibility for your own professional development and growth as a flight instructor.

9.2. Health and Fitness: Ensure you are physically and mentally fit for flight instruction duties. Report any medical conditions that may affect your fitness for duty.

9.3. Self-Assessment: Assess your proficiency continually and do not perform or demonstrate maneuvers which you have not been approved to perform by the Chief Flight Instructor nor ones you do not feel confident performing.

9.4. Approved Maneuvers: Do not conduct maneuvers unless they are specified for a given course of training or required for a safe flight outcome.

Attachment V: Director of Maintenance Responsibilities

Aircraft Maintenance Oversight:

- Supervise and manage all aspects of aircraft maintenance and inspection processes.
- Supervise and manage maintenance data, squawks reporting, and all aspects of maintenance on Flight Schedule Pro, and facilitate communication from CFIs in that system
- Ensure compliance with all relevant FAA regulations and standards.
- Oversee the scheduling and execution of routine and non-routine maintenance tasks for the aircraft fleet.
- 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

Team Management:

- Supervise, train, and evaluate maintenance staff, ensuring their adherence to safety protocols and best practices.
- Provide guidance and leadership to the maintenance team, encouraging professional development and fostering a culture of safety and excellence.
- Ensure accountability and accurate reporting of hours/costs/labor from the maintenance team.

Record-Keeping and Documentation:

- Maintain accurate and up-to-date records of all maintenance activities, including inspections, repairs, and modifications, ensuring compliance with FAA regulations.
- Manage aircraft maintenance logs, records, and documentation required for airworthiness, and ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives
- Ensure current maintenance status is reflected in aircraft dispatch information and on Flight Schedule Pro Squawks/Discrepancies
- Work with the Flight School Director and Company management team to develop and manage a budget and cost analysis for each plane and the maintenance program as a whole

Quality Assurance:

- Implement and maintain quality control processes to ensure that all maintenance work meets industry standards and complies with regulations.
- Conduct regular audits and inspections to verify the quality and adherence to maintenance procedures.

Parts and Inventory Management:

- Oversee the inventory of spare parts, tools, and equipment necessary for maintenance operations.
- Ensure all aircraft parts are labeled as to serviceability according to FAA Advisory Circular 145-3
- Manage the procurement of parts and materials while maintaining cost-effectiveness.
- 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)

Safety and Compliance:

- Enforce safety procedures and policies to maintain a safe working environment for maintenance staff.
- Stay abreast of industry changes and regulatory updates, ensuring that the flight school remains compliant with all necessary standards.

Aircraft Modification and Upgrades:

- Coordinate and oversee modifications, upgrades, and installations in compliance with aviation standards and manufacturer requirements.

Emergency Response and Troubleshooting:

- Work with the Flight School Director and Company management team to develop and implement emergency response plans for maintenance-related contingencies.
- Provide guidance and expertise in troubleshooting maintenance issues and determining effective solutions.

Communication and Reporting:

- Meet on a regular basis with the Flight Center Director/Company Management team to inform, update, and plan for the future.
- Communicate effectively with management, instructors, and other relevant personnel about maintenance schedules, potential issues, and improvements.
- Keep instructors and staff informed when planes become inoperable or available after maintenance.
- Prepare reports and updates on maintenance activities, including budget analysis and future maintenance projections.

Continuous Improvement:

- Identify areas for improvement in maintenance procedures, training programs, and resource allocation to enhance efficiency and safety standards.
- Implement best practices and innovative approaches to improve overall maintenance operations.
- Help to develop a General Maintenance Manual and program for the future.

Attachment VI: 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 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.
3. Refer to Table 2.2 for the appropriate action when the customer fails to demonstrate the required proficiency on a checkout.
4. With the exception of the instrument checkout, at least three landings and a go around must be accomplished to complete any checkout.
5. "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.
6. 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 VI-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

	Flight Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL			
Engine Starting	X	X	X	X	X	X	X	X	X
III. PREFLIGHT PROCEDURES (Continued..)									
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 VI-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
Diversion	X	X			X	X	X		X
Lost Procedures	X	X					X		X

Enroute Weather	X	X			X	X			X

	Flight Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL			
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 VI-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		

	Flight Review		Make and Model		Instrument Proficiency		Night	Recurrency	Mountain
	SEL	MEL	SEL	MEL	SEL	MEL			
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 in 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 VI-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 the 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 in, until the end of the 12th calendar month after initial flight review.
	c. Aircraft Make & Model	c. The check is incomplete and the 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 VI-2 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: Customers 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.