



Dare to Dream Aviation

COMPANY OPERATING PROCEDURES AND POLICIES MANUAL

ACKNOWLEDGEMENT OF RECEIPT

I, _____, acknowledge that I have received, read and understand the copy of Dare to Dream Aviation's Company Operating Procedures and Policies Manual that was issued to me on this date.

I agree to care for and operate all company aircraft in terms with the conditions of this manual as long as the aircraft is in my control.

I also understand that a master copy of this manual, along with any updates and revisions is available at the front desk of the company and that it is available for my review at any time in order to confirm that my copy is up to date.

Customer / Renter / Student _____

Date _____

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CHAPTER 1 – INTRODUCTION

This manual shall be used in conjunction with other manuals and publications, including:

- a. Federal Aviation Regulations (14CFR)
- b. Aeronautical Information Manual.

- c. FAA Advisory Circulars.
- d. Approved Flight Manual (AFM)/Pilot's Operating Handbook. (POH)
- e. Cirrus Transition Training Guides.
- f. Computer Based Training Aids.
- g. Company Instructor Standardization Manual.
- h. Cirrus Perspective (FOM)

1.1) DISTRIBUTION

The master copy of this manual will be kept at the company's main office. Applicable distribution shall include, but is not limited to, the following:

- a. Each student enrolled in a training course.
- b. Each company flight instructor.
- c. Each pilot authorized to operate a Company aircraft.

1.1.1) OVERVIEW

Welcome to Dare to Dream Aviation. It is our mission to produce safe, knowledgeable and proficient pilots through the use of skilled instructors, newer aircraft equipped with State-of-the-art avionics, and use of the latest training methods, including computer based aids.

This manual sets forth the procedures and policies regarding all Company operations. These guidelines have been carefully developed to ensure safety and compliance with federal regulations, as well as to provide for uniform training and operating procedures. Unless otherwise noted, the material contained herein applies to all pilots, including instructors. Failure to comply with this manual, or other established Company policies and procedures, may result in suspension of flight privileges. Under routine conditions, strict compliance is required with all applicable government regulations. Nevertheless, this manual, however carefully outlined and precisely adhered to, **cannot** replace the exercise of good judgment in case of emergency or when conditions dictate.

Except when a Company policy or procedure is more restrictive than the Federal Aviation Regulations, any conflict between a Company policy or procedure and an existing Federal Aviation Regulation shall be governed by the applicable Federal Aviation Regulation.

Pilots are required to have a current copy of this manual with them at all times while operating Company aircraft and while participating in training activities.

If a question arises about a certain Company procedure or policy, the matter should be immediately brought to the attention of the Director of Training for resolution. A pilot should not hesitate to contact the Director of Training for clarification of any Company policy and/or procedure.

If a change to an existing policy or procedure is necessary, pilots will be issued amendments containing a description of the revision. Until such time that a formal revision has been issued. Pilots should continue to operate in accordance with

existing policies and procedures.

Suggestions are always welcome, and should be submitted to the Director of Training for consideration.

1.2) DEVIATIONS

Requests to deviate from any provision of this manual must be made directly to the Director of Training. Each request will be considered on an individual basis. Unless otherwise authorized, an approval for a deviation is granted on a one-time basis for a specific operation, and does not constitute approval for repeated deviations.

Only the Director of Training or Company President is authorized to approve deviations from Company policies and/or Procedures.

1.3) REVISION INSTRUCTIONS

The Company will provide a current revision of this manual available online for download. Each person to whom a manual is issued shall keep it current with all published changes and additions. Notices of revision will be sent to all students, renters, pilots and instructors via email when a new revision has been posted. Revised material on each page will be indicated with a longitudinal line in the adjacent margin. Revised pages issued solely for the purpose of correcting grammatical and/or syntactical errors will not indicate the subject of revision.

1.4) ERRORS

It is the responsibility of each manual holder to notify the Company of errors or omissions found in this publication. Errors should be reported as soon as possible to the Director of Training for immediate correction.

1.5) COMPANY INFORMATION

Base of Operation

- Pompano Beach Airpark Hangar 23/24
- 951 NE 10 Street Pompano Beach Florida 33060

Telephone Numbers:

- Office: 954-776-1286
- Fax: 954-776-1268

Mailing Address:

- 951 NE 10 Street Pompano Beach Florida 33060

Internet Address:

- www.flydaretodream.com

Director of Training:

- Chris Lazure Chris@flydaretodream.com

Chief Pilot:

- Chris Lazure Chris@flydaretodream.com

Maintenance Facilities

- Dare to Dream Aviation Service - Glenn Juber, Director of Maintenance

- Phone: 954-771-1288

Miami AFSS:

- 800.992.7433 800 WX BRIEF

1.6) FAA INFORMATION

South Florida FSDO-19:

- 2895 SW 145th Ave. Suite 120 Miramar, FL 33027

- Phone: 954-641-6000

- www.faa.gov/fsdo/mia

1.7) OTHER INFORMATION:

AOPA:

- 800.872.2672 www.aopa.org

DUATS (DYNCORP)

- Help/Orders....800.345.3828 DUATS access..800.767.9989

www.duats.com

CHAPTER 2 - GENERAL POLICIES AND PROCEDURES

2.1) INTRODUCTION

This chapter explains the Company's general operating policies and procedures. The information contained herein applies to ALL persons operating Company aircraft. However, where similar but stricter policies or procedures have been adopted for training purposes, those policies or procedures shall take precedence for all training operations.

Pilots and/or instructors will be grounded for violation of any FAA regulation. or any Company requirement contained in this manual, until the matter has been resolved.

2.2) PILOT RECORDS

2.2.1) PILOT CERTIFICATES

Pilots are solely responsible for ensuring that their airman certificates are kept current. Each pilot shall immediately forward to the Company a copy of a new or reissued certificate anytime a change to the previous certificate has taken place, including:

- a. Issuance of a new certificate.
- b. Issuance of a temporary certificate.
- c. Addition of a new category, class, or type rating to an existing certificate.
- d. Renewal of a certificate.

Failure to provide timely updates can result in suspension of flight privileges.

2.2.2) MEDICAL CERTIFICATES

Each pilot is solely responsible for ensuring that their medical certificate is kept current. After completing an FAA medical exam, the pilot shall immediately forward a copy of the medical certificate to the Company. Failure to provide timely updates can result in suspension of flight privileges.

2.2.3) FLIGHT REVIEW

Following the completion of a required flight review, the pilot shall submit to the Company a copy of the logbook endorsement evidencing satisfactory completion of the review. Failure to provide timely updates can result in suspension of flight privileges.

2.2.4) CHANGE OF PILOT INFORMATION

Each pilot is required to immediately notify the Company in writing of any changes to the information supplied on their Pilot/Instructor Information Form on file with the Company. Failure to provide timely updates can result in suspension of flight privileges.

Pilots are reminded that they are also required to notify the FAA within thirty (30) days of a change in mailing address.

2.2.5) INTERNET CURRENCY REMINDERS

All pilots should enter their currency information into the company's Web Based Internet Scheduling Site, www.flightschedulepro.com and log in to the online scheduling site using your User Name and Password. This will allow pilots to be notified by email 30 days prior to any expirations.

2.2.6) PILOT CHECKOUTS

Each pilot is required to receive an initial (one-time) checkout in the make, model and type of Company aircraft to be operated. The checkout shall be administered by an authorized Company instructor in accordance with the Airman Standardization form applicable to the type of aircraft. Insurance requirements for some Company aircraft may require additional operating experience and/or training for solo/PIC operations.

2.2.7) REGENCY OF EXPERIENCE (COMPANY)

A certificated pilot must have logged flight time (as Pilot-In-Command) in a Company aircraft within the previous sixty (60) days in order to receive authorization to operate a Company aircraft. With respect to complex or high-performance aircraft, the recency of experience requirement must have been performed in a similar Company aircraft (same number of engines, same landing gear configuration and same propeller configuration).

Cirrus Aircraft are available in a variety of models and avionics configurations. Pilots must be specifically transitioned to each configuration.

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A *Student Pilot* must have logged flight time in a Company aircraft within the previous twenty-one (21) days in order to operate a Company aircraft solo.

Any pilot not meeting the Company's recency of experience requirement must demonstrate flight proficiency to the satisfaction of an authorized Company instructor. The content and duration of a flight proficiency check shall be left to the discretion of the authorized Company instructor conducting the check.

2.3) FLIGHT OPERATIONS POLICIES

2.3.1) INTRODUCTION

The information in this section outlines the Company policies on miscellaneous items too broad or general to be classified for one mode of flight.

2.3.2) USE OF COMPANY AIRCRAFT FOR FLIGHT INSTRUCTION

Company aircraft shall not be used for flight instruction without a Dare to Dream Aviation Instructor aboard. Renter pilots will fly all company aircraft from the left seat unless accompanied by a Dare to Dream Aviation Instructor.

**NO FREELANCE INSTRUCTION IS AUTHORIZED IN COMPANY AIRCRAFT.
VIOLATIONS WILL RESULT IN PERMANENT TERMINATION OF FLIGHT PRIVILEGES.**

2.3.3) FLIGHT INSTRUCTION IN OWNER AIRCRAFT

Prior to any instruction being given by a Dare to Dream Aviation instructor in aircraft not on the Dare to Dream Aviation rental line (owner aircraft), the aircraft owner must provide Dare to Dream Aviation with a Certificate of Insurance with a Waiver of Subrogation naming Dare to Dream Aviation as "also insured". The document must be maintained on file at the Company's offices.

At time of insurance renewal, the aircraft owner will need to provide the Company with a new Certificate of Insurance.

No instructor will provide training in an owner aircraft prior to review of the aircraft logbooks.

Flight instructors should advise aircraft owners that they will need to provide the aircraft logbooks for review. Should the FAA determine that an aircraft was out of maintenance cycle and was not airworthy, the pilot with the higher grade of certificate will suffer most.

2.3.4) COMPLIANCE WITH REGULATIONS

While operating Company aircraft, pilots shall comply with all Federal Aviation Regulations, all regulations and ordinances of any airport to or from which the pilot operates, and all other Federal, State and Local laws affecting operation of the aircraft. A pilot shall immediately notify the Company of any violation or citation received in connection with the operation of a Company aircraft.

2.3.5) COMPLIANCE WITH AIRCRAFT OPERATING PROCEDURES

Company aircraft shall be operated in a safe and courteous manner at all times. Aircraft operation shall be in strict accordance with the manufacturer's Approved Flight Manual or Pilot's Operating Handbook, and any operating procedures set forth by the Company.

Except for an event sanctioned by the Company, no person may operate a Company aircraft in a race or contest, nor may any Company aircraft be used for aerobatics.

2.3.6) OPERATION OF COMPANY AIRCRAFT FOR HIRE

Unless otherwise authorized by the Company, the operation of a Company aircraft for compensation or hire not related to flight training is strictly prohibited. The sublease of Company aircraft is not permitted.

2.3.7) AREAS OF OPERATION

Unless prior written permission has been obtained from the Company, operation of Company aircraft shall be restricted to U.S. airspace within the 48 contiguous United States or the Bahamas. Any trip in excess of the full fuel endurance limit of the aircraft, with legal reserves, from the airport where the aircraft is based, must be approved by the Company in writing, or the pilot may be held liable for any maintenance expenses incurred while away from aircraft's base airport.

For any flight outside the contiguous United States, the Pilot-In-Command must be instrument rated and instrument current. In addition, the pilot must show proof of recent international flight experience while acting as Pilot-In-Command. Lack of recent international flight experience will require the pilot to conduct a dual international flight with an authorized Company instructor. Exceptions to the Instrument rating requirement can be granted by the Director of Training on a case by case basis.

New procedures have been initiated in mid 2009 by US Customs and Boarder Protection. An online filing system, EAPIS, is now required for outbound as well as inbound flights. Pilots should take advantage of the AOPA course to learn these new procedures. The course can be found using this link:

<http://www.aopa.org/flightplanning/articles/2009/090514eapis.html>

2.3.8) AIRPORT RESTRICTIONS

Except in the event of an emergency, all takeoffs and landings must be performed on a paved, hard-surfaced runway at a published airport. Operation of a Company aircraft from a dirt, grass or gravel runway is prohibited without the Company's written permission for each operation.

2.3.9) AIRCRAFT DESIGNATORS (ICAO)

The following ICAO aircraft designators shall be used on FAA forms for Company aircraft:

- SR20**
- SR22**
- DA40**

2.3.10) AIRCRAFT SERVICING

Except when departing from, or returning to, the Company's operations base, pilots are required to be present anytime the aircraft is being serviced to ensure that the correct grade and quantity of fuel is used. Pilots must refer to the Aircraft POH for aircraft servicing instructions, including the type of oil to use. Use of engine oil rather than that specified in the Aircraft POH is prohibited.

All pilots will note the quantity of oil added to any aircraft on the sign-out log. A

record of oil usage is important to determine the condition of the engine.

2.3.11) AIRCRAFT CARE

It is each pilot's responsibility to help keep Company aircraft clean and free of debris. Anything brought into the aircraft shall be removed at the end of the flight. Trash should be removed from the aircraft, regardless of origin.

Cloths and cleaners for the windows and windshield are available in the aircraft (paper towels should **NOT** be used to clean Plexiglas windows). **DO NOT** clean glass panel displays, GPS displays or multifunction displays.

Platinum Aviation built a reputation for providing new, clean, well-equipped aircraft for training and rentals. Please help us keep the aircraft in like new condition as if they were your own!

2.3.12) SMOKING

Smoking and or E cigarettes in Company aircraft or on any ramp area is prohibited.

2.3.13) FOOD AND BEVERAGES

The consumption of food and/or beverages, other than bottled water, is prohibited on board Company aircraft.

2.3.14) CARRIAGE OF FIREARMS

Carrying or transporting any firearm or ammunition aboard Company aircraft at any time, or for any reason, is prohibited.

2.3.15) CARRIAGE OF HAZARDOUS MATERIALS OR DANGEROUS CARGO

Hazardous Materials are prohibited on board Company aircraft (REF. 49CFR172 thru 178). Within the definition of Hazardous Materials are not only obvious substances such as acids, radioactive materials, poisons and explosives, but also some unlikely items such as magnets, wheel chairs with wet-cell batteries, breathing apparatus with compressed gas cylinders, dry ice, some pesticides, hazardous waste, mace, tear gas, and others. If uncertain about whether an item is hazardous, contact the Company before allowing it on board the aircraft.

2.3.16) CARRIAGE OF INTOXICATED PASSENGERS

Under no circumstance shall a pilot permit a person who appears to be intoxicated, or who demonstrates by manner or physical indications that the individual is under the influence of drugs or alcohol, to be carried on board a Company aircraft.

2.3.17) ITEMS OF MASS IN CABIN

It is the responsibility of the pilot to ensure that all baggage and equipment carried aboard the airplane is stowed in a manner that will prevent it from becoming a hazard by shifting in flight.

2.3.18) OBJECTS ON GLARESHIELD

Objects containing magnetized or ferrous metallic substance near the magnetic compass may cause the compass to deflect to a considerable degree, without awareness of the flight crew. Bulky objects might also be an obstruction to outside vision. Therefore, pilots shall avoid placing any objects on the glare-shield. Headsets can scratch Plexiglas windshield.

2.3.19) HIGH HEEL SHOES AND LOW WING AIRCRAFT

No high heels are allowed in any of the company's low wing aircraft. High heel shoes can cause denting of the wing skins especially in the Cirrus aircraft. This type of damage is readily apparent and renters will be held liable for the cost of the repairs.

2.3.20) AIRCRAFT CHECKLISTS

Aircraft checklists are provided for each type of aircraft as part of that aircrafts flight dispatch kit, and shall be used whenever operating the aircraft. The use of any checklist other than one provided by the Company or aircraft manufacturer is prohibited.

2.3.21) MANIPULATION OF CONTROLS

Only authorized Company pilots, pilots that have been checked out by Company instructors and students currently enrolled in a Company flight training course, are permitted to operate the controls of a Company aircraft during ground and/or flight operations.

2.3.22) COLLISION AVOIDANCE

Pilots shall maintain constant outside vigilance at all times except when operating in IMC conditions. Extreme vigilance shall be observed while conducting training flights in high density training areas, and while operating in a terminal area. (REF. AC 90-48).

2.3.23) WAKE TURBULENCE

Pilots shall exercise extreme caution when operating Company aircraft in the vicinity of other aircraft in flight or on the ground (REF. AC 90-23).

2.3.24) COCKPIT STERILIZATION

“Critical phases of flight” includes all ground operations involving taxi, takeoff, landing rollout, and all other flight operations conducted within a terminal area.

Critical phases of flight are typically very busy times that demand the pilot’s full attention. Therefore, during all critical phases of flight, communications not directly related to air traffic control, training or the safety of the flight must be avoided. In addition, priority shall be given to the elimination of unnecessary clerical items (ie, completing the flight log) during critical phases of flight.

As part of the passenger briefing, the pilot shall advise all occupants of what is entailed by cockpit sterilization procedures and when such procedures are in effect.

2.3.25) NOISE ABATEMENT

Pilots must be constantly aware of the noise that their aircraft produce, and shall take reasonable action when appropriate to minimize the effects of that noise. When the sound of an aircraft causes an annoyance to persons on the ground, we as pilots all suffer. Be a considerate pilot and avoid populated and congested areas. Pilots are required to comply with all published noise abatement procedures (REF. AC91-36).

2.3.26) ANTI-COLLISION LIGHTS

Regulations require that pilots use anti-collision lights anytime the engine(s) are running, unless the use of anti-collision lights would compromise safety. This applies to all day and nighttime operations, including surface movements.

Use of high-intensity white strobe lights on the ground is prohibited at night in aircraft that have anti-collision beacons.

2.3.27) LANDING LIGHTS

For all departures (day or night), landing light(s) shall be turned on when cleared for takeoff (or immediately prior to taxiing onto the active runway at non-towered airports). For arrivals (day or night), landing light(s) must be used when within 10 miles of the airport of intended landing.

2.3.28) AUTOPILOT OPERATION

Autopilot use is prohibited below the guidelines issued in the autopilot limitation section of each aircrafts POH.

2.3.29) FORMATION FLYING

Company aircraft are not to be flown in formation unless specifically authorized by the Company. Formation flying is defined to mean (1) any aircraft operating within 2000 feet horizontally or 500 feet vertically of another aircraft (except when in a traffic pattern), or (2) two or more Company aircraft knowingly flying together in the same general direction at the same general altitude with the purpose of keeping visual reference and position on the other aircraft.

2.3.30) INTERSECTION TAKEOFFS

In order to enhance safety and reduce ground noise, intersection takeoffs are prohibited. Pilots are required to use the full available runway length for all takeoffs, including the displaced threshold area if available.

2.3.31) MILITARY OPERATING AREAS (MOAs)

Flight into active military operating areas is strongly discouraged. The status of any MOA or Military Training Route (MTR) should be obtained from the Flight Service Station or other controlling authority having jurisdiction over the area.

2.3.32) OVERWATER OPERATIONS

Unless approved flotation gear is available to each occupant, Company aircraft shall be kept within gliding distance of land at all times.

2.3.33) SIMULATED ENGINE FAILURES

Simulated engine failures shall only be conducted with an authorized Company instructor on board the aircraft and in accordance with the training procedures outlined in this manual.

2.3.34) NON-TOWERED AIRPORT OPERATIONS

All operations at non-towered airports shall be conducted in accordance with the applicable sections of the Aeronautical Information Manual (REF. AC 90-42 and AC 90-66).

2.3.35) TOWERED AIRPORT OPERATIONS

Unless specifically directed to do otherwise by the control tower, all operations at towered airports shall be conducted in accordance with the applicable sections of the Federal Aviation Regulations, Aeronautical Information Manual (AIM) and all

published airport procedures.

Pilots are required to read back all hold short instructions. After landing, clear the runway as expeditiously as possible. Do not perform a 180 degree turn on the runway unless specifically directed to do so by the control tower.

2.3.36) VISUAL GLIDE SLOPE INDICATORS

When operating a Company aircraft approaching to land on a runway served by a visual glide slope indicator, the pilot shall maintain an altitude at or above the glide slope until a lower altitude is necessary for a safe landing.

2.3.37) COLD WEATHER OPERATIONS

Flight into known or forecasted icing conditions is prohibited. Company aircraft will not taxi for the purpose of flight with frost, ice, or snow adhering to any lifting surface of the aircraft. In addition, no Company aircraft shall be operated on the ground anytime frost, ice, or snow is adhering to the windscreen (REF. AC 91-13).

2.3.38) MECHANICAL DIFFICULTIES

Should a problem arise that would affect the continuation of the flight, limit the ability of the flight to carry out its training requirement, or make the aircraft illegal to fly, the following procedure should be initiated at the first point of landing if it is other than the aircraft's home base.

The Pilot-In-Command will contact the Company by phone and explain the nature of the problem. The Company will then notify maintenance and determine the best course of action to be taken:

- a. The Company may authorize a maintenance facility on the field to make the repair; or
- b. The Company may fly a maintenance person to the airport to make the repair, or ferry the aircraft back to PMP on a special flight permit if necessary.

In any event, pilots must not authorize any work to be done on the aircraft until the Company has given approval.

Unless specifically authorized by the Company, pilots are prohibited from performing any maintenance on, or alterations or improvements to Company aircraft, except that pilots are authorized to service fuel, oil, and tire pressure levels.

Under no circumstance shall a Company aircraft be operated without repair if to do so would violate any regulation or compromise the safety of the aircraft or its occupants.

2.3.39) ACCIDENTS AND INCIDENTS

In the event of an accident, incident, forced landing, precautionary landing, or damage to a Company aircraft, the pilot shall notify the Company as soon as possible of the

following:

- a. Date and time of the event.
- b. Location of the event.
- c. Aircraft type.
- d. Aircraft N-number.
- e. Number and type of injuries.
- f. Presence of fire.
- g. Description of event and damage to aircraft.
- h. Damage to property.
- i. Name of person reporting the event

If a Company aircraft is involved in an aircraft incident or accident, the pilot should not admit blame or fault to anyone other than Company officials. No statements or comments should be made to any member of the press.

In the event of an accident, the pilot shall not move the aircraft unless authorized by the Company, or if necessary for rescue.

Persons involved in any aircraft accident or incident will:

- Make them-selves available for questioning by Company officials, the FAA, and the NTSB.

- Submit to a drug test.

Any pilot who is involved in an aircraft accident or incident will be automatically grounded. This grounding does not assign the blame to any particular party, but is a precautionary grounding until the cause has been determined.

Pilot are also encourage to file with NASA ASRS (Aviation Safety Reporting System).

The ASRS reports are a voluntary reporting system used to enhance aviation safety that provides pilot immunity in many instances where deviations were non intentional or accidental in nature.

Information on this program is available here:

<http://asrs.arc.nasa.gov/>

2.3.40) ALCOHOL AND DRUGS

No person may act or attempt to act as a required crew member of a Company aircraft under any of the following conditions:

- a. Within 12 hours after the consumption of any alcoholic beverage.
- b. While still under the influence of alcohol in any way.
- c. While using any medicine or drug that affects the faculties in any way contrary to safety.
- d. Received a DWI/DUI for driving an automobile while under the influence of alcohol and has not reported this fact to the Company in writing.

Any association with or use of any narcotic drug, marijuana, depressant or stimulant drug, or any illegal substance as defined in Federal or State statutes is strictly forbidden.

No pilot may carry, nor allow to be carried aboard a Company aircraft, any narcotic drug, marijuana, depressant or stimulant drug, or any illegal substance as defined in Federal or State statutes.

Any Company pilot found operating an aircraft or attempting to operate an aircraft in violation of this subsection will forfeit all Company flight privileges with possible further action being taken by Federal agencies.

2.4) ACTIVITIES THAT CAN IMPAIR ABILITY

The following activities can have an adverse effect on a pilot's ability to safely operate an aircraft and should be undertaken only with extreme caution.

2.4.1) BLOOD DONATIONS

It is suggested that pilots do not give blood within 14 days prior to flight. In no case shall a person act as Pilot-In-Command of a Company aircraft within 72 hours following a blood donation.

2.4.2) IMMUNIZATION SHOTS

No person shall serve as Pilot-In-Command of a Company aircraft within 24 hours following any immunization shot.

2.4.3) S.C.U.B.A. DIVING

No passenger shall be carried aboard a Company aircraft, and no person shall serve as Pilot-In-Command of a Company aircraft, within 12 hours after SCUBA diving (or 24 hours following a decompression dive).

2.4.4) MEDICATIONS

Certain medications in common use can have a serious effect on the nervous system, which can impair pilot's faculties. It is extremely important that pilots consult with a qualified doctor before operating a Company aircraft under the influence of any prescription or over-the-counter drug.

2.5) PRE-FLIGHT DUTIES

2.5.1) INTRODUCTION

Prior to each flight, including local flights, the Pilot-In-Command is responsible for the completion of the following requirements, and will determine before departure that the flight can be conducted safely and in accordance with all applicable regulations and Company policies (REF. AC 61- 84).

2.5.2) WEATHER

The pilot shall obtain weather reports and forecasts from an authorized source of weather information to determine that the flight may be completed safely, and to plan the flight so as to avoid potentially hazardous weather conditions.

Pilots are encouraged to use the DUATS system for obtaining official briefings. The service is free of charge to all active pilots. Visit the website at: <http://www.duats.com> All Platinum Aviation facilities make available a computer for checking the weather. Pilot's should always use official sources for weather briefings be they computer based or phone calls to the Flight Service Station.

2.5.3) WEATHER LIMITATIONS

Except in an emergency, no Company aircraft will be authorized to takeoff or land under any of the following conditions:

- a. Thunderstorms or severe weather is in close proximity to the airport.
- b. Surface winds in excess of 30 knots.
- c. Crosswind component in excess of 20 knots for the active runway.
- d. Crosswind component for the active runway in excess of the aircraft's demonstrated crosswind component.
- e. For IFR departures, ceiling or visibility below the lowest published minimums for the runway in use.

2.5.4) NOTAMS

The pilot shall become familiar with all Notices To Airman (NOTAMS) that may affect the flight.

2.5.5) TFR's - TEMPORARY FLIGHT RESTRICTIONS

All pilots will check the status of TFR's that may affect their flight prior to departure using an official source of information. These sources include DUATS, Flight Service Stations and the FAA website.

2.5.6) VFR FLIGHT PLAN

For all non-training VFR flights, a flight plan must be filed with the FSS for any flight exceeding fifty (50) nautical miles from the departure airport.

Pilots are responsible for closing their flight plans. Should the FAA flight plan not be closed, search and rescue operations commence thirty (30) minutes after the estimated time of arrival.

In accordance with 14CFR99, pilots shall file a DVFR flight plan for any VFR flight penetrating the US air defense identification zone (ADIZ).

2.5.7) FUEL REQUIREMENTS

The pilot shall determine that the aircraft has sufficient fuel to complete the flight with FAA required reserves.

2.5.8) WEIGHT AND BALANCE

The pilot shall determine that the aircraft is properly loaded and that all weight and balance limitations are not exceeded.

2.5.9) AIRCRAFT PERFORMANCE

The pilot shall determine the required takeoff and landing distances based on the density altitude, and ensure that runway lengths at all airports of intended use are sufficient.

Engine power settings for cruise flight should be obtained from the approved Airplane Flight Manual. Use of power settings greater than 75% while in cruise flight is prohibited.

2.5.10) AIRCRAFT DISPATCH BINDER

Each aircraft is dispatched with an Aircraft Dispatch Binder along with the aircraft keys. These binders should be taken aboard the aircraft during the flight.

Included in the binder are copies of all required aircraft documents, the VOR log, copies of all required inspections and AD compliance. A sticker in the inside cover of the binder shows the next required inspection or maintenance interval. Pilot's should review this to make sure the anticipated flight does not cause the aircraft to pass the next required maintenance.

2.5.11) AIRCRAFT FLIGHT MANUAL BAG

It is the pilot's responsibility to obtain a flight dispatch kit from the Company prior to departure from the Company's operations base. Operation of a Company aircraft for the purpose of flight without a complete Aircraft Flight Manual Bag on board is prohibited and may cause the pilot to be in violation of the Federal Aviation Regulations.

The following items represent the minimum approved contents of the Aircraft Flight Manual bag as determined by the FAA and Company policy.

- Pilot Operating Handbook, specific to the aircraft.
- Auto Pilot Operation Manual.

- GPS Operation Manual.
- Glass Panel Display Operation Manual. (If equipped).
- Checklist.
- Aircraft Weight and Balance.

It is the pilot's sole responsibility to verify that the Aircraft Flight Bag is complete prior to departure. Once a pilot accepts an aircraft, that pilot assumes responsibility for the contents of the kit. Any pilot who returns an Aircraft Flight Manual Bag to the Company that is missing any of the required contents shall be charged for those missing items.

Aircraft Flight Manual Bags should be left in the aircraft at all times.

2.5.12) FLIGHT KIT – IN AIRCRAFT

Each aircraft has a container in that aft baggage compartment containing the following items:

- Spare Oil appropriate for the aircraft
- Funnel
- Fuel Strainer – GATS Jar
- Plexus plastic cleaner
- White Terry towels for use on windshields.
- Red shop rags for use with oil

It is the pilot's sole responsibility to verify that the Aircraft Flight Kit is complete prior to departure. Once a pilot accepts an aircraft, that pilot assumes responsibility for the contents of the kit. Any pilot who returns an aircraft to the Company that is missing any of the required contents of this kit, shall be charged for those missing items.

2.5.13) AIRCRAFT SIGN-OUT LOG

All aircraft have Aircraft Sign Out Logs. Prior to each flight, it is the pilot's responsibility to fill out the log verify the hobbs and tach times from the previous flight, check wheel pant condition and initial the inspection box and sign the form.

The pilot shall verify the starting Hour and Tach times in the respective "End" column in the Aircraft Sign-out Log from the previous flight. If an "End" time is incorrect, the pilot will be required to report the error to the Company prior to operating the aircraft. By starting the aircraft, the pilot accepts the "End" times as indicated on the Aircraft Sign-out Sheet.

Upon completion of the flight, the flight log should be completely filled in noting all times, fuel used and any squawks.

2.5.14) AIRMAN CURRENCY

The pilot (and instructor, for training flights) shall ascertain that all respective airman currency requirements have been met, and that none will be exceeded for the planned duration of the flight.

Although the Company will make every attempt to ensure that pilot/instructor currency data is accurate and complete, it is the sole responsibility of each pilot/instructor to verify the information and notify the company of any changes.

2.5.15) AIRCRAFT INSPECTIONS

The Pilot-In-Command shall ascertain that all aircraft inspections are current, and that none will be exceeded for the planned duration of the flight.

It is extremely important that inspection times are complied with and not over flown.

The Federal Aviation Administration is very specific about the requirement to abide by required inspection times. Any pilot that operates a Company aircraft contrary to any of the specifications herein is operating that aircraft in violation of the Federal Aviation Regulations and the policies of the Company.

Dare to Dream Aviation provides mostly new aircraft for rental. Many of these aircraft are still under warranty. Failure to comply with the aircraft manufacturer's recommended maintenance intervals could void the aircraft's warranty. Special care needs to be given to avoid this expensive error.

2.5.16) DEFERRED MAINTENANCE ITEMS (DMIs)

The Deferred Maintenance Items (DMI) or "Squawks" are noted on the online scheduling site, and contains a list of maintenance discrepancies that have been previously reported to the Company concerning the aircraft, but have not yet been corrected.

Prior to each flight, the pilot shall carefully review the maintenance discrepancies to determine if the flight can be completed safely and in compliance with Federal Aviation Regulations. The decision to accept and operate a Company aircraft rests solely with the Pilot-in-Command.

In accordance with 14CFR91.213(d), any inoperative instrument or equipment:

- a. Must not be part of the VFR-day type certification instruments or equipment required by the aircraft's certification.
- b. Must not be indicated as required on the aircraft equipment list (see AFM).
- c. Must not be required by FAR 91.205 for the specific kind of flight operation being conducted.
- d. Must not be required to be operational by any airworthiness directive applicable to that aircraft. Any inoperative item must be deactivated and placarded "Inoperative" in accordance with the provisions of 14CFR.

Finally, a determination must be made by the Pilot-In-Command of the aircraft that the inoperative instrument or piece of equipment is not required and that its

deactivation does not constitute a hazard to the aircraft for the remainder of the flight. Failure to accurately determine the airworthiness of an aircraft having inoperative instruments and/or equipment in accordance with 14CFR9 1.213(d) can cause the pilot to be in violation of the Federal Aviation Regulations.

2.5.17) VOR LOG

The VOR log, included as part of the Aircraft Dispatch Binder, shows when the last VOR accuracy test was conducted for the aircraft.

It is the Pilot-In-Command's responsibility to ensure that the required VOR equipment test(s) are current prior to conducting any IFR flight.

Pilots are requested to conduct VOR checks on a regular basis, regardless of whether the flight is conducted under VFR or IFR.

2.5.18) AIRCRAFT DOCUMENTATION

Prior to each flight, the pilot shall ensure that all required aircraft documents are on board the aircraft, including:

- a. Airworthiness Certificate (must be visible to pilots or passengers).
- b. Aircraft Registration.
- c. Approved Flight Manual (in Aircraft Flight Manual Bag). The flight manual contains operating limitations, equipment list(s) and current weight and balance information.

2.5.19) RADIO LICENSE

An aircraft radio license is required for all International operations. The Company **does Not** provide these for Company aircraft. Therefore, all pilot's wishing to operate Company aircraft Internationally must obtain a Radio Operators License from the FCC. This can be done online at <http://www.fcc.gov>

A copy of this license must be kept on file at the company's office.

2.5.20) CURRENT CHARTS

Pilots will not operate Company aircraft without current VFR and/or IFR charts and approach plates as appropriate for the route to be flown aboard the aircraft.

2.5.21) AIRCRAFT CONDITION

No person may operate a Company aircraft unless it is in an airworthy condition. It is the responsibility of the Pilot-In-Command to ensure that the aircraft to be flown is in an airworthy condition. Prior to each flight, the pilot shall conduct a thorough pre-flight inspection of the aircraft in accordance with the aircraft manufacturer's checklist. Aircraft damage reported or discovered after a flight will be the responsibility of the

pilot unless otherwise reported to the Company by the pilot before operating the aircraft.

2.6) RAMP OPERATIONS

2.6.1) GENERAL

The ramp is a potentially hazardous area that warrants extreme caution. A wide array of traffic including aircraft, vehicles, pilots and personnel can be present, and care must be taken whenever operating within this area.

When approaching an airplane, it should be approached from the rear. Always remain clear of propellers and assume that they are going to turn unexpectedly at any moment.

2.6.2) HAND SIGNALS

All pilots will familiarize themselves with the hand signals use by ramp personnel. These can be found in the Airman's Information Manual.

2.6.3) FUELING AND LINE SERVICE

In order to save time, the fuel quantity should be checked immediately after arriving at the aircraft and before starting the pre-flight inspection. If fuel is required, first notify Dare to Dream Aviation's operations desk. If no one is available, call Sheltair at KPMP. Students departing on cross-country flights must leave with full tanks and should anticipate having to call for fuel.

Fueling operations are potentially dangerous. When fueling operations are being conducted, stay clear of the aircraft and ensure that no one is on board. When refueling, all electrical switches and ignition switches must be off and the aircraft properly grounded. Nothing flammable shall be in the area where the fueling process is taking place.

Pilots are required to supervise all aircraft servicing while away from the Company's operations base.

2.6.4) BOARDING AND DEPLANING

Because of the inherent dangers associated with spinning propellers, no one will approach, board, or deplane from a Company aircraft with the engine(s) running, except that flight instructors participating in a supervised solo flight may board or deplane from the aircraft while the engine is running provided reasonable precautions are taken.

2.7) STARTING ENGINES

2.7.1) GENERAL

Before starting an engine, the pilot must ensure that the propeller area is clear. The visual check must include the area in all directions to clear the propeller arc, as well as the prop blast area behind the aircraft. The pilot shall call "CLEAR" and then wait for any response prior to turning on the magneto switches and engaging the starter. If fueling operations are in effect at an adjacent aircraft, the pilot will wait until the fueling is completed before starting the engine.

If engine priming is required prior to start, the pilot shall follow the manufacturer's priming procedures.

The strobes or rotating beacon, as appropriate shall be turned on prior to starting the engine in order to alert anyone nearby that an engine is about to start. For night starts, or starts in low visibility, the navigation lights should also be illuminated prior to start. Cirrus aircraft shall use the strobe lights.

During warm weather operations or when additional ventilation is desired inside the aircraft, a common practice is to open the aircraft door(s) to provide for better cooling and ventilation of the cabin. To prevent damage to the door stop mechanism caused by propeller blast or wind, pilots shall ensure that during engine starting and taxiing, aircraft doors are either securely shut or are manually held off the door stop mechanism.

2.7.2) PARKING BRAKE

Use of the parking brake during engine start is prohibited.

2.7.3) HAND PROPPING

Hand propping of Company aircraft is prohibited. If the pilot is unable to start an engine, he should contact the Company immediately for further guidance.

2.7.4) COLD WEATHER STARTING PROCEDURES

When temperatures fall below freezing, it is much more difficult to start aircraft engines. Cold weather starting procedures shall be followed when the ambient temperature falls below 20 degrees Fahrenheit and the engine is cold to the touch. In addition, pilots will ensure that the windshield and all lifting surfaces are clear of any ice or frost prior to starting the aircraft for the purpose of flight. If after two times through the cold weather starting procedure the engine will not start, do not make another attempt; seek assistance from maintenance. Do not deplete the battery in an attempt to start a cold engine. See the appropriate AFM/POH/FOM for specific cold weather starting procedures. (REF. AC 91-13).

2.7.5) REQUIRED PRE-TAKEOFF BRIEFINGS

Prior to operating a Company aircraft, the Pilot-In-Command shall ensure that each person on board the aircraft has been notified to fasten their safety belt and, if installed, shoulder harness. Prior to takeoff, the Pilot-In-Command shall ensure that all occupants of the aircraft are briefed on:

- a. Operation of seat belts and, if installed, shoulder harnesses.
- b. Cockpit door operation.
- c. Emergency exit locations and operation.
- d. Smoking (prohibited).
- e. Sterile cockpit procedures.
- f. PIC authority.
- g. Fire extinguisher location and operation.
- h. Life preserver location and operation.
- i. Life raft location.
- j. Oxygen equipment
- k. Operation of the CAPS (Cirrus Airframe Parachute System)

2.7.6) TAXI CLEARANCES

Approval must be obtained prior to moving an aircraft onto the movement area during the hours a control tower is in operation. When ATC clears an aircraft to “taxi to” an assigned takeoff runway, the absence of holding instructions authorizes the aircraft to cross all runways which the taxi route intersects except the assigned takeoff runway. It does not include authorization to taxi onto or cross the assigned takeoff runway at any point. To prevent runway incursions, pilots should query ATC whenever in doubt about any taxi instruction. Pilots are required to read back all hold short instructions.

2.7.7) TAXIING

As the aircraft moves out of the parking position, brakes on the pilot’s side and the instructor’s side (on dual flights) should be tested to ensure proper operation. Taxi speed on the ramps and in the vicinity of other aircraft shall be extremely slow. Particular care must be exercised when taxiing in close quarters to ensure adequate clearance between aircraft.

All Company aircraft will be taxied with the nose-wheel centered on the yellow taxiway centerline at all times, unless necessary to avoid obstacles on or near the taxiway. Pilots should be aware that adherence to the centerline does not always guarantee obstacle/wingtip clearance. Constant vigilance, combined with slow forward speed, should be maintained when near other aircraft or obstacles.

Pilots are strongly advised to minimize brake usage while taxiing. Proper taxi speed and planning not only improve safety, but also help to extend the service life of brake components and tires. “Riding the brakes” in wheel pant equipped aircraft can cause the wheel pants to catch fire. Throttle control should be used to control speed, then

braking action as required.

2.8) ENROUTE DUTIES

2.8.1) FUEL AND ENGINE MANAGEMENT

Fuel exhaustion and mismanagement continues to be a leading cause of accidents. It is critical that pilots frequently review fuel consumption during the flight to ensure an adequate supply of fuel is always available.

The importance of proper engine operation cannot be over-emphasized. Cruise power settings should be set in accordance with the procedures outlined in the Pilot's Operating Handbook. During cruise flight, the engine should be lean for Rich of Peak, or Lean of Peak operation as desired, using the method outlined in the Aircraft Flight Manual. Cylinder head temperatures should be constantly monitored to avoid engine Damage.

2.8.2) WEATHER

Pilots are strongly encouraged to update weather forecasts while enroute by contacting Enroute Flight Advisory Service (EFAS) on 122.0. Pilots are requested to submit pilot weather reports (PIREPs) to the nearest flight service station (or Flight Watch facility). The format for PIREPs is as follows:

- Report Type (*routine or urgent*)
- Location
- Time
- Altitude
- Type Aircraft
- Sky Cover (*cloud height and cover CLR/FEW/SCT/BKN/OVC*)
- Weather (*visibility and precipitation*)
- Temperature (*degrees Celsius*)
- Wind
- Turbulence
- Icing
- Remarks

2.8.3) POST-FLIGHT DUTIES

Following each flight, the pilot shall perform the following tasks.

2.8.4) PARKING AT FXE

Parking will be on the Dare to Dream ramp and or tie downs unless directed by a Sheltair Ramp Marshall to park elsewhere. The aircraft should be tied down and window shades replaced or covered with cover.

2.8.5) PARKING AT Pompano Beach Airpark

At KPMP a concierge service is available to those that would like to park the aircraft in front of the hanger and have Dare to Dreams' line service return the plane to the tie down. The cost for this service is \$30 each time. ***In no case should any aircraft be left without at least wheel chock on two wheels.***

2.8.6) COMPLETING THE SIGN-OUT/TRAINING LOG

After each flight, the pilot shall complete the following sections of the Sign-Out log (it is essential that pilots write legibly).

2.8.7) FLIGHT TIMES

At the conclusion of the trip, the pilot shall record the ending hour and tach times in the spaces provided and then compute the total flight time. If the tenth place of the ending hour meter time is between digits, the pilot shall round up to the higher digit. Flights are invoiced based on hobbs times.

2.8.8) INSTRUCTION

For dual training flights, the flight instructor should record the amount of flight and ground instruction (in hours and tenths of an hour) in the spaces provided. Both the student and instructor should initial this section to indicate that both agree to the recorded times.

2.8.9) OIL ADDED (QUARTS)

For all flights, record the total amount of oil added in quarts and tenths of a quart. The accurate tracking of oil consumption is critical to engine monitoring, and each Pilot is responsible for properly recording any oil added to a Company aircraft.

2.8.10) MAINTENANCE

It is critically important to flight safety that pilots immediately record any inoperative equipment or maintenance discrepancy encountered during a flight. The PIC shall fill out an aircraft squawk sheet at the front desk.

All maintenance write-ups must be described completely and accurately to allow for an intelligent analysis of the condition by maintenance personnel. Pilots must be specific about what is wrong. Accurate and concise write-ups will mean faster repair and less down time.

If more than one discrepancy is noted, be sure to describe and number each problem separately. If additional space is needed, use the back of the Squawk Sheet (be sure to clearly note on the front of the Squawk Sheet that the back of the report contains maintenance information).

2.9) SECURING THE AIRCRAFT

2.9.1) MANEUVERING THE AIRCRAFT

When maneuvering the aircraft by hand on the ground, always use a tow bar and avoid applying pressure to areas that may be damaged (prop spinner, control surfaces, wingtips, etc). ***Never sit on the tail or apply forces to areas of the aircraft that were not designed for high loads.*** Extreme caution should be used to ensure that the nose-wheel turning limits are not exceeded.

2.9.2) CONTROL LOCK

The pilot shall install the control lock if the aircraft is so equipped, to prevent damage to the control surfaces. Extra care should be exercised with aircraft that have glass panels to avoid breakage or scratching to the screens.

2.9.3) TIEDOWNS AND CHOCKS

Tiedowns (tail and both wings if available) will be properly attached to Company aircraft whenever the aircraft is left unattended for an extended period of time. Chocks must be used on Company aircraft at airports where tie-downs are not available. Chocks on two wheels or at least two tie-downs will be used anytime the aircraft is left unattended, even for a brief period. High wing aircraft will be chocked at minimum on the left main gear. Low wing aircraft will be chocked at minimum on the nose gear and one main gear.

2.9.4) PARKING BRAKE

The parking brake should only be set when absolutely necessary, and when it is certain that the aircraft will not be towed. The parking brake should never be used at Pompano Beach Airpark.

2.9.5) AIRCRAFT PROTECTIVE COVERS

Pitot covers, engine cowl plugs, sunscreens, cabin covers and any other protective devices shall be properly installed when the aircraft is left for an extended period of time, and at the end of each flight.

2.9.6) CHECKLISTS

After each flight, all checklists must be returned to the flight bag or aircraft center

console.

2.9.7) OTHER

When exiting the aircraft, ensure that all switches are off, and all trash and personal items are removed from the aircraft. Seat belts should be neatly crossed around the seats. All Cirrus Aircraft should have seat belts fastened to avoid the possibility of slamming them in the door. All doors must be locked any time the aircraft is left unattended.

2.9.8) POST-FLIGHT INSPECTION

Immediately following each flight, the pilot shall perform a brief post-flight inspection of the aircraft to check for any obvious damage or leaks that may have occurred during the flight.

2.9.9) CLOSING THE FLIGHT PLAN

Pilots are responsible for ensuring that their VFR or DVFR flight plan is cancelled with the nearest FSS, or if one cannot be reached, with any ATC facility. Control towers do not automatically close VFR or DVFR flight plans. Search and rescue operations begin 30 minutes after the proposed ETA if the flight plan has not been closed, IFR flight plans are automatically closed after arrival at an airport with an operating control tower. If operating on an IFR flight plan to a non-towered airport, the pilot is responsible for closing the IFR flight plan.

2.9.10) RETURNING THE AIRCRAFT DISPATCH BINDER AND KEYS

The Pilot-In-Command is responsible for returning the Aircraft Dispatch Binder and Keys to the Company immediately following each flight. The binder, together with the completed Aircraft Sign-Out sheet, should be returned to the operations manager. If returning after business hours, the material should be left at the front desk of Banyan Air Aviation or on the front desk at Dare to Dream Aviation at KPMP as appropriate.

2.10) FAA RAMP CHECKS

2.10.1) OVERVIEW

Ramp checks are conducted periodically by the FAA to ensure flight safety and compliance with Federal Aviation Regulations. A cooperative and diplomatic attitude

will usually result in a positive ramp inspection.

If you are approached by an FAA safety inspector for the purpose of a ramp check, he should present identification. If not, you may ask to see it.

It is important to remember that the inspector is not authorized to detain you if it means missing a flight or making an engagement. The inspector may only keep you long enough to check the required paperwork.

2.10.2) SCOPE OF THE INSPECTION

Most ramp checks involve the inspection of the pilot's airman and medical certificates, aircraft paperwork and an exterior inspection of the aircraft. *Student Pilots* may also be asked for their logbooks which are required to be with them for all solo flight operations (certificated pilots do not have to present a logbook, and for this reason are advised to keep their logbook at home).

The inspector is not authorized to board the aircraft without your permission. He/she may inspect the exterior and look through windows. The inspector is authorized to examine the following:

- a. Airworthiness certificate.
- b. Aircraft registration.
- c. Approved Airplane Flight Manual.
- d. Weight and balance information.
- e. Minimum Equipment List (if applicable).
- f. Aeronautical charts (for currency).
- g. GPS database update currency for IFR flights
- h. General aircraft airworthiness
- i. ELT battery.
- j. VOR check (IFR only).
- k. Seats and safety belts.

2.10.3) SUGGESTIONS

To reduce the time and scope of the inspection, the Company suggests the following:

- a. Be courteous and cooperative.
- b. Do not volunteer more information than is specifically requested.
- c. Always ensure that the required pilot and aircraft documents are on board.
- d. Fly only with current aeronautical charts and publications.

Finally, if the ramp check is due to a possible violation, keep in mind that anything you say or do may be used against you.

CHAPTER 3 - TRAINING OPERATIONS AND SAFETY PROCEDURES

3.1) INTRODUCTION

This chapter explains the Company's general policies and procedures applicable to all students enrolled in a course of training, and each Company instructor.

The information contained herein is intended to supplement the policies and procedures contained in this manual, and in no way exempts students from those general policies and procedures. However, where similar but stricter policies or procedures have been set forth in this chapter for training purposes, such as VFR flight plan requirements, those policies or procedures shall take precedence for all training operations.

3.1.1) TERMINOLOGY

Throughout this chapter, the use of the term "*STUDENT PILOT*" (capitalized, italic) shall refer only to students currently enrolled in the Company's Private Pilot course and who hold a current Student Pilot certificate. All other references to "student pilots" or "students" (lower-case, non- italicized) apply to students enrolled in any course of training.

3.1.2) DIRECTOR OF TRAINING

All Company training is overseen by the Director of Training. If a student's assigned instructor is unable to provide a satisfactory answer or solution to a problem, the student should immediately call the situation to the attention of the Director of Training.

The Director of Training is responsible for all facets of the training program and is available to assist students when needed.

3.1.3) COMPANY FACILITY

The Company leases approximately 7000 square feet at KPMP, available for operations, training, maintenance and associated administrative functions. All rooms are well lighted and the temperature is thermostatically controlled. Rooms are designed to minimize distractions from maintenance activities and other airport operations. The facility meets all local health and safety codes.

3.1.4) GROUND INSTRUCTIONAL FACILITIES

Ground instructional facilities are collocated with our primary offices, and consist of a Training Rooms, a weather computer area, and an aircraft checkout /dispatch area.

3.1.5) AIRPORTS

The Pompano Beach Airpark (KPMP) is the main operations base for all

Company training. The airport is served by an FAA-approved commercial tower and has fire-fighting services. It has three hard-surfaced runways and meets the requirements of 14CFR141.38 for day and night flight operations.

3.1.6) AIRPORT DIAGRAM – Pompano Beach Airpark (KPMP)

3.2) COURSE OVERVIEW

3.2.1) COURSES

The Company offers courses leading to a variety of FAA certificates and ratings. All courses are operated under 14CFR Part 61 of the Federal Aviation Regulations regulations.

3.3) COURSE REQUIREMENTS

3.3.1) ELIGIBILITY

Students should carefully review, with their instructor, the FAA eligibility requirements for the certificate or rating being sought in order to resolve any possible compliance issues prior to beginning a course. Course prerequisites and requirements for completion are contained in 14CFR61.

3.3.2) U.S. CITIZENS

All students who are U.S. citizens should be prepared to present for verification a valid U.S. passport or original birth certificate or other form of proof of citizenship before initiation of training.

The student's instructor, after verifying the validity of the students proof of citizenship, shall make a copy of the document to be kept in the students training files. The instructor will also make the following endorsement in the student's logbook.

"I certify that [insert student's name] has presented me a [insert type of document presented, such as a U.S. birth certificate or U.S. passport, and the relevant control or sequential number on the document, if any] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Insert date and instructor's signature and CFI number.]"

3.3.3) NON U.S. CITIZENS

All non U.S. Citizens shall comply with Transportation Security Administration's /

Department of Homeland Security "Flight Training for Aliens and Other Designated Individuals Interim Rule," 49 CFR Part 1552. No flight or ground training will begin until TSA approval has been granted for training to begin.

Applicant's can find information and begin the approval process by going online at: <http://www.flightschoolcandidates.gov>

It is highly recommended that applicants speak to their instructor prior to beginning this process in order to expedite the request. Filling out the information requested will greatly slow the process.

Two introductory or "discovery" flights are allowed prior to receiving approval from the TSA. In no circumstance will more than two flight be allowed prior to approval.

3.3.4) MEDICAL CERTIFICATION

All students must obtain an FAA medical certificate appropriate to the pilot certificate being sought prior to solo flight. It is preferable to get the medical at the initiation of training to allow time to resolve any unseen problems that could delay the training process. Each student is solely responsible for ensuring that their medical certificate is kept current during the course of training.

3.3.5) BOOKS AND MATERIALS

Each student enrolled in a course is responsible for obtaining the necessary books, apps and training materials specified by the Company and/or instructor. Use of expired publications for flight operations is prohibited.

3.3.6) ORIENTATION BRIEFING

Each student is required to participate in a Company orientation briefing prior to beginning a flight course. During this meeting with the Director of Training or other designated Company personnel, the student will complete any required documentation and will be familiarized with the applicable training course and materials. The student will also be informed of the Companies policies and procedures outlined within this manual.

3.3.7) CONTINUITY OF TRAINING

Continuity of training is extremely important in the effective and efficient completion of a course. Continuity not only refers to the order in which lessons are completed, but also to the frequency of training activities. It is imperative that once a course is started, there be few interruptions in the regular scheduling of lessons until the completion of the course.

3.3.8) TRAINING SYLLABUS

All flight and ground training within a flight course must be conducted in accordance with the Company's training syllabus (with amendments incorporated as necessary for students enrolled in a 14CFR61 course). The company uses the Jeppesen Training syllabus for Private, Instrument, Commercial and Multi-Engine courses and Sporty's online training material.

Cirrus Transition Training for the Cirrus SR-20 / SR-22 is provided using the Cirrus Transition syllabus, appropriate to the aircraft flown, developed by the University of North Dakota. Pilots who elect to do their Private or Instrument training in the Cirrus aircraft, will follow the Jeppesen / Cirrus syllabus specifically designed for pilots earning their ratings in these TAA (Technologically Advanced Aircraft). A training syllabus is divided into stages, with each stage containing a series of lessons. Each lesson and stage has specific training objectives and completion standards to which the student is required to perform in order to progress to the next lesson or stage.

Students should be reminded that a single lesson may require one or more training sessions to complete. A lesson is considered complete only when the student performs to the completion standards for that lesson.

Under no circumstances will the Company exempt students enrolled in any course from meeting all course objectives, standards, and training requirements, as stated in each training syllabus.

3.4) STAGE CHECKS

3.4.1) OVERVIEW

Each training course is divided logically into stages. At the completion of each stage, the student is required to pass a stage check administered by an authorized instructor. A stage check is an objective oral and flight evaluation of the student's knowledge and ability appropriate to the student's phase in the training course. Stage checks provide close supervision of training and offer another opinion on the student's progress. Students cannot progress to the next stage of training until successfully completing the required stage check.

The required tasks and completion standards are given in the course syllabus and/or FAA Practical Test Standards guide.

3.4.2) PREPARATION

In preparation for a stage check, students should review the tasks and completion standards with their instructor. Any questions or areas of concern should be addressed prior to the stage check.

Students must have the following items with them for each stage check:

1. Pilot certificate(s).
2. Current medical certificate.
3. Logbook with required endorsements.
4. Other equipment required for the check (ie, view limiting device).

During the flight portion of the stage check, the student must understand that the instructor is there for the purpose of evaluating student performance.

Throughout the stage check, the student shall be responsible for radio communications and all in-flight decision making.

3.4.3) UNSATISFACTORY PERFORMANCE

If the student's performance on a stage check does not meet the prescribed completion standards for one (or more) task(s), the student will fail the stage check. Additional instruction will be assigned, as necessary, in the areas found to be deficient.

After the additional instruction has been completed, the student will retake the stage check to include only those tasks that were found to be unsatisfactory. A recheck must be completed within thirty (30) days of the previous stage check, or the entire stage check (both oral and flight) must be repeated.

3.5) COURSE COMPLETION PROCESS

3.5.1) END-OF-COURSE FLIGHT CHECK

Prior to taking the FAA practical test at the end of a flight course, the student will be required to conduct a final stage check with an authorized instructor. During the final stage check the student must demonstrate proficiency that meets or exceeds the standard of performance outlined in the appropriate FAA practical test standards (PTS). Additional instruction will be assigned, if necessary, to satisfy the course completion standards.

3.5.2) ADMINISTRATIVE REVIEW

When the end-of-course check has been satisfactorily completed, the student and instructor will initiate the course completion process. All paperwork and documents will be collected, assembled, and checked by the instructor prior to submission to the Director of Training.

The following items must be submitted to the Director of Training for final review no later than seven (7) days before the scheduled FAA check ride (the review process may take several business days to complete).

1. Completed FAA Form 8710.2 or IACRA equivalent.
3. Student Logbook (with required endorsements).
4. Any other required documents.

After the review is complete, all materials submitted to the Director of Training will

be returned to the student.

3.5.3) THE FAA PRACTICAL TEST

The student and instructor are responsible for coordinating the FAA practical test, including scheduling the examiner and the aircraft. Arrangements must be made with the Company to ensure that the aircraft log books are available on the date of the check ride.

The student's instructor shall notify the Director of Training of the result of the practical test within 48 hours of the exam. In the event that the student does not satisfactorily complete the FAA practical test, the instructor shall meet with the student to discuss the areas found to be deficient on the exam, and shall schedule additional training time to adequately prepare the student for a re-test. When the additional training is complete, the course completion process will be repeated.

3.6) STUDENT / INSTRUCTOR REASSIGNMENTS

The Director of Training may approve student/instructor reassignments for any of the following reasons:

- a. Instructor resignation.
- b. Instructor change requested by student or instructor.
- c. Lack of progress in student training.
- d. Any other reason as deemed appropriate by the Director of Training.

The Director of Training will identify an instructor for reassignment based upon availability and the student's history in the course. If delays in reassignment are anticipated, the Director of Training will give a reasonable estimate of when an instructor will become available.

Once an instructor has been identified, the Director of Training will meet with both instructors to discuss student status, progress in the course, etc. The current instructor shall ensure that all training documents are updated and properly completed before releasing the student to the new instructor.

3.7) TRAINING RECORDS

3.7.1) RESPONSIBILITY FOR TRAINING RECORDS

Although the student and instructor share the responsibility of properly completing all training records, the instructor shall be held responsible for all errors or omissions contained in any Company training record or student logbook.

3.7.2) LOGBOOK

At the conclusion of each flight or ground training session, the instructor (or student, in the case of a non-instructional training operation) shall make an appropriate entry in

the student's logbook.

3.7.3) TRAINING LOG

At the conclusion of each flight or ground training session, the instructor shall complete the training record in the Company's FSP online system. Failure to maintain complete training records in accordance with this chapter is a serious violation of Company policy and will not be tolerated.

3.7.4) TRAINING RECORD

All student training records are stored online using the Company's FSP online system. All training records and records of each flight, as recorded by the student's instructor, are kept in the Company's FSP online system. Student training records are available upon request to the Director of Training.

3.8) TRAINING LOG

3.8.1) OVERVIEW

At the conclusion of each flight or ground training session, the instructor shall complete the Training Log in the Company's FSP online system. The Training Logs must be completed accurately and immediately at the conclusion of each training session.

3.8.2) RECOMMENDATIONS

The instructor shall use the "Comments" section to provide a constructive critique of the student's performance during the lesson. Strong points, as well as areas found to be weak, should be listed, along with a brief explanation. A helpful reference when filling out this section is the completion standards listed for the lesson, along with the appropriate Practical Test Standards guide.

The feedback given in this section must be effective. Simply stating that a particular maneuver was "poor" provides little guidance to someone else reviewing the training record. Although you should be brief, be sure to explain your observations sufficiently.

3.9) FLIGHT TRAINING OPERATIONS

3.9.1) DISPATCH AUTHORITY

The final authority as to the dispatch of a solo or dual training flight rests with the student's flight instructor, but shall always be in compliance with published Company

guidelines and Federal Aviation Regulations.

3.9.2) VFR FLIGHT PLANS

VFR flight plans need not be filed for local training operations. However, for all solo VFR training flights, a flight plan must be filed with the FSS for any flight exceeding 25 nautical miles from the departure airport. Pilots are responsible for closing their flight plans. Should the FAA flight plan not be closed, search and rescue operations commence 30 minutes after the estimated time of arrival.

3.9.3) PRE/POST-FLIGHT BRIEFINGS

Prior to each training flight or stage check, the student will be briefed by the instructor on the procedures and maneuvers to be performed in flight. Briefings will include descriptions, objectives, procedures, and completion standards for the lesson. In addition, immediately following each training flight or stage check, the instructor will critique the student's performance, pointing out strong points, as well as weak points.

The student should not leave a pre-flight or post-flight briefing until the student is confident that all questions have been answered.

3.9.4) PRACTICE AREA OPERATIONS

Due to the concentrated flight training operations within the Practice Areas, it is imperative that pilots maintain constant vigilance for traffic in order to prevent mid-air collisions. The area should be cleared immediately before each maneuver is started. All flights in the training area should monitor 123.45 and self announce intentions and location on that frequency.

Pilots should become familiar with the structures on the airplane that obstruct vision and learn how to overcome these blind spots.

Pilots will adhere to 14CFR91.119 at all times regarding minimum safe altitudes.

Except in an emergency, or when necessary for takeoff or landing, at no time shall Company aircraft be operated below 500' AGL.

Practice and Maneuvering flight should not be conducted on airways at any time.

3.9.5) OBSERVERS ON COMPANY AIRCRAFT

Observers will only be allowed to fly on Company aircraft if that observer is, at the time of the intended flight, a Company instructor, a currently enrolled student, or a family member of the student who is being given the flight lesson.

The Director of Training may approve observer flights for persons not listed above if, in his opinion, such an exception is warranted. Under no circumstance will persons under the age of 18 be allowed to observe flight training activities without written consent from that person's parent(s) or legal guardian.

Observers will be authorized on dual flight activities only. In all cases, student observers who are enrolled in a flight course at the time of the intended flight will take priority over any other observers on that flight.

3.9.6) PASSENGERS ON TRAINING FLIGHTS

The carriage of unauthorized passengers on flights designated for training purposes is prohibited.

3.9.7) AIR SICKNESS

At some point in a student's training, the student may experience motion sickness. This is quite common for new students, and usually disappears after the first few lessons.

To preclude air sickness, students should not go flying if they feel ill. If you begin to feel sick during a flight, notify the instructor so a landing can be made if necessary. If a student experiences air sickness during a lesson, the lesson will be terminated and the flight will return to the airport. Do not hesitate to report the feeling of airsickness. If it appears that there is no way to avoid getting sick in the aircraft, use the "sic-sack" which should be located in the flight dispatch kit or behind the front seats in the aircraft.

3.10) CHECKLISTS

3.10.1) OVERVIEW

A checklist is an effective tool for ensuring safe and consistent flight operations. However, for a checklist to be effective, its function and use must be clearly understood.

The proper use of checklists will prevent unsafe practices, carelessness and the development of individualized procedures. However, checklists are not intended to establish duties that are so rigid as to discourage operational flexibility or good judgment.

Pilot's / Students should use the provided checklist that was issued by the aircraft manufacturer. Use of any checklist other than that supplied in the aircraft by the Company is prohibited without approval from the Director of Training.

3.10.2) USE OF NORMAL CHECKLISTS

The Normal checklists have been designed to be quickly and easily accomplished in a logical time sequence during the flight. A checklist should not be initiated until sufficient time and attention can be devoted to its expeditious completion.

The in-flight checklists associated with critical phases of flight (specifically the After Takeoff, Before Landing, and Pre/Post Maneuver checklists) have been designed to

be “check-lists” rather than “do-lists”. To this end, the order has been carefully arranged so that items can be accomplished quickly and consistent with established flow patterns.

A “flow pattern” is a logical sequence of checklist tasks, usually progressing from left to right in the cockpit, designed to help the pilot complete the necessary tasks for each particular phase of flight without having to read from the checklist itself.

Once all items in the flow pattern have been performed, the pilot then reviews the associated checklist to ensure that all tasks have been completed. The checklist becomes verification that items have not been forgotten. This method is the proper use of the After Takeoff, Before Landing and Pre/Post Maneuvers checklists.

Pilots are strongly encouraged to become familiar with the flow patterns (or sequence) of the in-flight checklists as soon as possible in their training. Flow patterns can be practiced at home using a cockpit photograph and checklists, or by sitting in the aircraft and practicing while on the ground.

3.10.3) EXCHANGE OF FLIGHT CONTROLS

When an exchange of flight controls from one pilot to another is desired, the pilot offering the controls shall clearly announce to the pilot receiving the controls “You have the flight controls”

The pilot receiving the controls shall then take the controls and immediately respond by clearly stating

“I have the flight controls”

The pilot who offered the controls should confirm the exchange by clearly stating “You have the flight controls”

During this procedure, a visual check by the pilot offering the controls is recommended to see that the pilot receiving the controls actually has the flight controls (REF. AC 61-115).

3.10.4) PRIMING ENGINES

If engine priming is required prior to start, the pilot shall follow the manufacturer’s priming procedures.

3.10.5) TAXIING COMPANY AIRCRAFT

Taxi speeds shall be consistent with safe operating practices. When operating aircraft in the vicinity of other aircraft, taxi speeds will be extremely slow. If necessary, an outside observer should be relied upon to ensure adequate clearance.

Students must be careful not to ride the brakes while taxiing. The throttle should be the primary means by which to control taxi speed, with brakes being used only when necessary to bring the aircraft to a complete stop.

3.10.6) SIMULATED ENGINE FAILURES

Engine failures in Company aircraft will only be simulated by smoothly retarding the throttle. Practice aborted takeoffs to a touchdown are prohibited.

Simulated engine failures are prohibited on student solo flights. Instructors shall guard against shock cooling the engine by keeping temperatures within normal operating range and advancing the power occasionally during the emergency descent.

3.10.7) SINGLE-ENGINE TRAINING OPERATIONS

Except immediately after takeoff, engine failures in single-engine aircraft will not be simulated below 500 feet AGL. Simulated forced landings will recover at least 600 feet AGL unless the aircraft is in a position to land at an approved airport without interference to other traffic at the airport.

3.10.8) MULTI-ENGINE TRAINING OPERATIONS (14CFR61)

For multi-engine training, simulated engine cuts on the takeoff ground roll shall be initiated before reaching 50 percent of VMC.

Simulated engine cuts after takeoff will be performed no lower than 400 feet AGL, and in accordance with the aircraft's Pilot's Operating Handbook and established Company procedures. Simulated engine failures while airborne shall not be performed below V_{sse} , or if V_{sse} is not published, then not below 1.1 times V_{mc} .

Simulated engine failures **shall** be performed by slowly retarding the throttle. Use of the mixture control or fuel selector to simulate an engine failure at or below 3,500 feet AGL and not in the vicinity of a suitable landing site is prohibited.

Intentional engine shutdown demonstrations shall only be performed at or above 3,500 feet AGL and only in the vicinity of a suitable airport.

All maneuvers shall be recovered no lower than 3,000 feet AGL.

3.10.9) STALLS

Stalls will be conducted so that the lowest altitude in the maneuver is at least 1,500 feet AGL for single-engine aircraft, or 3,000 feet AGL for multi-engine aircraft, and never over a congested area nor on an airway.

3.10.10) SPINS

Spins are prohibited in all company aircraft. Students enrolled in an initial CFI Training Program will be referred to an Aerobatic Flight Instructor qualified to provide the required spin training in an appropriate aerobatic aircraft.

3.10.11) UNUSUAL ATTITUDES

Unusual flight attitudes, such as the start of a power-on spiral or an approach to a climbing stall, shall not exceed 60 degrees of bank or 15 degrees pitch from level

flight.

Unusual attitudes when accomplished at night will be limited to areas where sufficient lighting is available to provide the instructor with adequate visual reference to safely conduct the maneuver. Stalls and unusual attitudes will not be accomplished without a visible horizon outside the aircraft.

Intentional maneuvers involving bank angles in excess of 60 degrees relative to the horizon and/or pitch attitudes in excess of 15 degrees from level flight are prohibited.

3.10.12) FLAP RETRACTION (GROUND)

In accordance with sound training procedures and to establish consistent habit patterns, the pilot should positively identify the flap handle (or lever) prior to retracting the flaps during all ground operations. Pilots shall avoid moving any cockpit control until clear of the runway. The After Landing checklist items should be deferred until the pilot can safely devote proper attention to those tasks.

3.11) CROSS-COUNTRY FLIGHTS

3.11.1) GENERAL

Cross-country training will enable the student to practice the flight planning and navigation skills necessary to efficiently operate an aircraft during cross-country operations. Success in navigation skill and accuracy comes only through practice. Complete and thorough preparation on the ground before the flight is the key to a successful cross-country flight. A good checklist is always an invaluable item when insuring complete cross-country planning.

3.11.2) ROUTING

Cross-country flights are to be planned to meet at least the minimum time and distance to satisfy the requirements of the certificate or rating sought. Students and their flight instructors are responsible for selecting routes of flight that meet the requirements of the unit being flown. Aircraft should be scheduled so that there is sufficient time for pre-flight and for fueling stops enroute.

3.11.3) FLIGHT FUNDS

When conducting a cross-country flight, students must always carry sufficient cash and credit to cover meals and overnight accommodations should weather or mechanical problems prohibit a return to their home airport base that day.

3.11.4) CROSS-COUNTRY AIRPORTS

Students planning flights to cross-country airports must ensure aircraft suitability, acceptable aircraft performance under existing conditions, and the availability of

services. **Any trip in excess of the full fuel endurance limit of the aircraft, with legal reserves, from the airport where the aircraft is based, must be approved by the Company in writing, or the pilot may be held liable for any maintenance expenses incurred while away from aircraft's base airport.**

3.11.5) CHECK-IN

Students must be at the airport with all route planning, weather information, performance calculations, authorization forms and pilot documents no later than 30 minutes prior to the scheduled departure time. Students who are not properly prepared at the activity start time will be no-showed.

It is recommended that students arrive at the flight training facility at least one hour prior to scheduled departure time in order to ensure that adequate time is available for a thorough planning effort.

In order to maximize efficiency in the timely completion of required solo cross country time, aircraft utilization, and scheduling of solo cross-country activities in any flight course, students must report adequately prepared. In an effort to maximize efficiency in that area, the following policy is in effect:

Route planning must be complete and include all checkpoints, courses, distances, etc. Students who do not report the day of a solo cross-country properly prepared will be no-showed.

Flight instructors are responsible for reviewing, correcting, and authorizing each of their student's flight planning.

Students will plan all cross-countries such that the applicable distance provisions specified in 14CFR61 are satisfied. Intermediate stops should also be included to allow for shorter cross-countries to be completed should the weather prohibit flight to the farthest airport(s).

3.11.6) WEATHER UPDATES

In addition to the local weather, a check must be made of the enroute and destination weather that may affect the flight. Depending on the length of, and the time required for, the cross-country flight, unexpected changes in the weather can and do occur. In addition to carefully checking the weather forecasts prior to flight, pilots are strongly advised to periodically check the weather while enroute to keep informed about any changes that were unforecasted and unexpected. Flight Watch (122.0 MHZ) provides the best source of weather information while enroute other than that found on the MFD via XM Satellite.

3.12) COMMUNICATIONS

3.12.1) GENERAL

Effective and efficient communications are essential for safe aircraft operations. A pilot must communicate for the purpose of air traffic control, obtaining airport and

runway information, obtaining aircraft services and acquiring general information necessary to make operational decisions.

One of the most misunderstood essentials of communications is the art of listening. Please listen before talking. So much can be learned by listening rather than talking. When you have to talk, say what you have to in the fewest words necessary to get your message across.

All radio communications will be conducted in accordance with the Aeronautical Information Manual (AIM).

3.12.2) STUDENT PILOT CALL SIGNS

Student Pilots, while operating an aircraft solo, are required by Company policy to identify themselves as Student Pilots on initial contact to an FAA facility.

Example:

“Pompano Tower, Cirrus one two six alpha bravo, ten miles northwest with Charlie, full stop, Student Pilot.”

This requirement only applies to the initial call-up. Subsequent transmissions to the same facility need not include the student identification.

3.12.3) PILOT HEADSETS

The cockpit of an aircraft is a very difficult place to communicate due to engine and airflow noise. For this reason, all of the Company aircraft are equipped with intercom systems for headset usage by the student instructor and usually an observer. This greatly increases the effectiveness of the training environment.

It is required that all students use headsets during flight training. The use of headsets not only improves the quality of instruction, but also reduces fatigue and the dangerous long-term physical effects of noise on a pilot’s hearing ability.

The Company offers loaner headsets for in the dispatch office. Pilots / students are responsible for the full value of un-returned headsets.

3.13) WEATHER LIMITATIONS

3.13.1) ALL FLIGHTS

Except in an emergency, no Company aircraft will be authorized to takeoff or land under any of the following conditions:

- a. 1. Thunderstorms or severe weather in close proximity to the airport.
- b. 2. Surface winds in excess of 30 knots.
- c. Crosswind component in excess of 20 knots for the active runway.
- d. Crosswind component for the active runway in excess of the aircraft’s demonstrated crosswind component.

e. Ceiling or visibility below the lowest published minimums for runway in use.

3.13.2) TRAINING FLIGHTS (OTHER THAN STUDENT PILOT SOLO)

The following weather minimums shall be observed for all dual training flights and non-instructional flights by certificated pilots:

Training Operation Minimum

Ceiling (AGL)

Minimum

Visibility (SM)

Traffic Pattern 1,500 feet 3 SM

Practice Area 2,000 feet 5 SM

Cross Country 14 CFR 91.155 and 91.157 (VFR)

Cross Country as determined by instructor (IFR)

3.13.3) STUDENT PILOT SOLO

Students are required to obtain an official weather briefing (to include all pertinent NOTAMs) prior to each training flight, including flights in the traffic pattern and local practice areas.

For each *Student Pilot* solo flight, the present and forecast weather conditions for the departure, enroute and destination portions of the flight must be equal to or better than the student's logbook limitations.

However, under no circumstance shall a *Student Pilot* attempt, nor a Company instructor authorize, solo flight when:

- a. Surface winds exceed 15 knots.
- b. Surface winds are gusting (gust value reported).
- c. Surface crosswind component exceeds 7 knots.
- d. Weather is reported or forecasted to be less than the following ceiling and/or visibility based on the intended flight operation:

Training Operation Minimum Ceiling (AGL) Minimum

Visibility (SM)

Traffic Pattern 1500 feet 3 SM

Practice Area 2500 feet 6 SM

Cross-Country (VFR) 1,500 feet above planned altitude,
but not less than 3,000 feet

8 SM

3.14) STUDENT PILOT SOLO OPERATIONS

The material contained in this section applies only to *Student Pilots* and should be

carefully reviewed by both *Student Pilots* and Company instructors.

3.14.1) STUDENT PILOT SOLO LIMITATIONS (14CFR61.89)

According to federal regulations, a *Student Pilot* may not act as pilot in command of an aircraft:

- a. That is carrying a passenger.
- b. That is carrying property for compensation or hire.
- c. For compensation or hire.
- d. In furtherance of a business.
- e. On an international flight.
- f. With a flight or surface visibility of less than 3 statute miles during daylight hours or 5 statute miles at night. (*higher Company minimums apply: night solo flight is not authorized by the Company*)
- g. When the flight cannot be made with visual reference to the surface; or
- h. In a manner contrary to any limitations placed in the pilot's logbook by an authorized instructor.

A *Student Pilot* may not act as a required pilot flight crewmember on any aircraft for which more than one pilot is required by the type certificate of the aircraft or regulations under which the flight is conducted.

3.14.2) STUDENT PILOT SOLO LIMITATIONS (COMPANY)

Student Pilots conducting solo flights are required to operate Company aircraft in accordance with federal regulations, the provisions of this manual and all limitations placed in the student's logbook.

Where the Company has adopted more stringent rules as outlined in this section, those rules shall take precedence over all other federal regulations and/or instructor authorizations.

3.14.3) INSTRUCTOR NOTIFICATION

Student Pilots are required to notify (and receive approval from) their instructor prior to any solo flight.

3.14.4) AIRCRAFT OPERATION

Unless specifically authorized in writing to do otherwise, *Student Pilots* endorsed for solo flight may only exercise solo privileges in Company aircraft, and only in the Cirrus SR20, SR22 SR22 Turbo and Diamond DA40. Use of any other aircraft for solo flight without written authorization from the Company is prohibited.

Student Pilots who have not been authorized for solo flight are prohibited from starting or operating a Company aircraft without an authorized instructor on board.

3.14.5) MINIMUM FUEL REQUIREMENTS

All *Student Pilot* solo flights, including flights in the traffic pattern and local practice areas, must depart their home base airport with all fuel tanks filled to capacity, except in the Cirrus SR22 Turbo. SR22 Turbo aircraft are dispatched with the fuel "to the tabs." The Diamond DA40 comes topped off.

For *Student Pilot* solo cross-country flights, the minimum reserve fuel shall be one (1) hour at normal cruise power.

3.14.6) NIGHT SOLO OPERATIONS

Student Pilots are prohibited from flying solo at night (sunset to sunrise). If on a solo cross-country flight, a *Student Pilot* must return and be on the ground at the home base airport one hour before sunset. Should mechanical problems or other problems make it impossible or improbable for the flight to arrive at least one hour before sunset, the flight will remain overnight where it is, and will be re-dispatched the next morning in accordance with the re-dispatch procedures of this chapter.

3.14.7) INTERSECTION TAKEOFFS

In an effort to enhance safety and reduce ground noise, intersection takeoffs are prohibited. *Student Pilots* are required to use the full available runway length for all takeoffs, including the displaced threshold area if available.

3.14.8) LAND AND HOLD SHORT OPERATIONS

All *Student Pilots* flying solo are prohibited from participating in Land And Hold Short Operations (LAHSO). If issued a LAHSO clearance, the student should immediately inform the controlling agency that the clearance cannot be accepted by stating: "*Unable to accept Land and Hold Short clearance, student pilot.*" The tower will then issue revised instructions.

3.14.9) TOUCH AND GOES

Solo touch and goes (or stop and goes) are prohibited on runways having a usable length less than 1.5 times the takeoff distance required to clear a 50 foot obstacle (based on the existing density altitude at maximum gross takeoff weight).

3.15) STUDENT PILOT SOLO REQUIREMENTS

A *Student Pilot* is prohibited from operating Company aircraft in solo flight unless all of the requirements of this section have been met.

3.15.1) REQUIRED TRAINING

In order to operate an aircraft in solo flight, a *Student Pilot* is required to receive and log training in the areas outlined in 14CFR61.87(d). In addition, 14CFR61.87(b) requires a *Student Pilot* to complete a written exam covering 14CFR61, 14CFR91 and aircraft operating procedures.

Prior to the first solo flight, a *Student Pilot* must complete the Company's pre-solo written test administered by the student's instructor. At the conclusion of the test, the instructor must review all incorrect answers with the student before authorizing the student for solo flight.

The completed test must be kept on file with the Company. It is the instructor's responsibility to ensure that the test is returned to the Company.

3.15.2) MEDICAL CERTIFICATE

Prior to any solo flight operation, a Student Pilot must have a current medical certificate as required by 14CFR61.23.

3.16) INITIAL SOLO ENDORSEMENTS

Once a *Student Pilot* has met the solo training requirements, and prior to the first solo flight, the student's instructor must place the following endorsements in the student's logbook.

Insert the name of the appropriate airport where necessary.

PRE-SOLO AERONAUTICAL KNOWLEDGE: 14CFR61 .87(b)

I certify that (*First name, MI, Last name*) has satisfactorily completed the presolo knowledge test of 61.87(b) demonstrating knowledge of the portions of 14CFR61 and 14CFR91 applicable to student pilots, the airspace rules and procedures for (*airport name*) airport, and the flight characteristics and operational limitations for a (*make and model aircraft*).

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

PRE-SOLO FLIGHT TRAINING: 14CFR61.87(c)

I certify that (*First name, MI, Last name*) has received the required pre-solo training required by 14CFR61.87(c) in a (*make and model of aircraft*). He/She has demonstrated satisfactory proficiency in the applicable maneuvers and procedures of 14CFR61.87(d) and is proficient to make safe solo flights in a (*make and model of aircraft*) subject to the following limitations

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

For each additional 90 day period during which the *Student Pilot* seeks continued solo privileges, the following endorsement must be placed in that student's logbook:

SOLO FLIGHT: 14CFR61 .87(n)

I certify that (*First name, MI, Last name*) has received the training required by 14CFR61.87(n). He/She has met the requirements of 14CFR61.87(c) and is proficient to make safe solo flights in a (*make and model of aircraft*) subject to the following limitations

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

Note: This endorsement expires 90 days after the endorsement date and must be renewed before solo flight operations can continue.

3.16.1) STUDENT PILOT CERTIFICATE

The *Student Pilot's* certificate must also be endorsed for the specific make and model of aircraft to be flown. This is a one-time endorsement that does not have to be renewed (REF 14CFR61 .87(l)).

A *Student Pilot* who receives the endorsements of this subsection is permitted to operate Company aircraft in solo flight subject to the limitations on their solo flight endorsement in their pilot log book, and all applicable federal regulations and Company policies and procedures.

As required by 14CFR61.93(a)(1). *Student Pilots* who have been authorized for solo flight privileges are initially prohibited from flying beyond 25 NM from the home base airport, and may not conduct takeoffs and/or landings at any other airport without the following additional endorsement(s).

3.16.2) STUDENT PILOT REPEATED SOLO FLIGHTS TO AIRPORTS WITHIN 25 NM

A Student Pilot may conduct repeated solo flights to, and takeoffs and landings at, an approved airport within 25 NM of departing airport provided the student has received the training specified in 14CFR61 .93(b)(1)(i) and has received the following instructor endorsement in their logbook:

**SOLO TAKEOFFS AND LANDINGS AT ANOTHER AIRPORT Within 25 NM
14CFR61 .93(b)(1)**

I certify that (*First name, MI, Last name*) has received the required flight training of 14CFR61 .93(b)(1). I have determined that he/she is proficient to operate between (*departure*) airport and (*destination*) airport, and to practice solo takeoffs and landings at (*destination*) airport subject to the following limitations:

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

Note: This endorsement does **not** require any additional cross-country endorsements in the student's logbook or on the student's certificate.

Students are reminded that all solo flight operations must be conducted in accordance with any limitations in the student's logbook, and with all applicable

federal regulations and Company policies and procedures.

3.16.3) STUDENT PILOT SOLO FLIGHTS BEYOND 25 NM (CROSS-COUNTRY)

Prior to operating a Company aircraft in solo flight beyond 25 NM from the home base airport, a Student Pilot must have received and logged the appropriate cross-country training outlined in 14CFR61.93(e).

Prior to the student's first solo cross-country flight, the student's instructor must ensure that a one-time cross-country endorsement has been placed on the Student Pilots certificate for the specific category of aircraft to be flown.

The following one-time endorsements must also be placed in the student's logbook:

INITIAL SOLO CROSS-COUNTRY FLIGHT: 14CFR61 .93(c)(1)

I certify that (*First name, Mi, Last name*) has received the required solo cross country training. I find he/she has met the applicable requirements of 14CFR61.93 and I have determined that he/she is proficient to make solo cross country flights in a (*make and model of aircraft*) subject to the limitations placed in student's logbook.

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

Finally, prior to each solo cross-country flight, an authorized instructor must enter the following endorsement into the student's logbook:

SOLO CROSS-COUNTRY FLIGHT: 14CFR61 .93(c)(2)

I certify that I have reviewed the pre-flight planning and preparations of (*First name, MI, Last name*). I find the planning and preparation to be correct to make a solo flight safely under the known conditions from (*departure*) airport to (*destination*) airport via (*route of flight*) with landings at (*airport name(s)*) in a (*make and model of aircraft*) on (*date*) subject to the limitations placed in student's logbook.

(*Date - Instructor Signature - Instructor Certificate No - Expiration*)

The Company prohibits endorsements for repeated solo cross-country flights beyond 25 NM.

3.17) INSTRUCTOR RESPONSIBILITIES

Each Student Pilot solo cross-country flight must be approved by the student's instructor only after the instructor has checked the Student Pilot's:

- Student Pilot Certificate.
- Medical certificate.
- Preflight preparation and flight log.
- Weather knowledge about the flight.
- Endorsements (on the Student Pilot certificate and in the log book).

Providing the required endorsements for a Student Pilot solo cross-country flight is

the responsibility of the student's flight instructor.

3.18) STUDENT PILOT RE-DISPATCH PROCEDURES

If, for any reason a Student Pilot on a cross-country flight is required to alter the planned route of flight and make an unscheduled landing at an airport that has not
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been approved in the student's log book, the student will notify the Company by telephone as soon as possible after landing. The Student Pilot will not depart solo without a release from the Director of Training or an authorized Company instructor. The release must be in the form of a faxed endorsement in accordance with 14CFR61.93c(2).

The authorized instructor who re-dispatches the Student Pilot will personally contact the Student Pilot on the phone and review the following items with the Student Pilot:

- a. Filing of a flight plan.
- b. Fuel availability.
- c. Weather enroute.
- d. Time of departure, route of flight, and arrival time at home base airport.
- e. Any other item that is considered significant under the circumstances that exist at the time.

If the Student Pilot has become lost the student is prohibited from returning to the home base airport without a Company instructor on board, unless otherwise authorized by the Director of Training.

CHAPTER 4 - EMERGENCY AND ABNORMAL OPERATIONS

4.1) GENERAL

There is always an initial sense of panic when something unexpected occurs that may affect the safety of the flight. This feeling must be overcome because any type of emergency is best handled by remaining calm and methodically working to find a solution to the problem.

In order to learn to overcome this feeling, flight students will be drilled repeatedly on emergency procedures. The purpose is to ingrain these procedures in students so well that their reactions to an emergency are automatic and are completed without doubt as to how to appropriately respond to the emergency.

Some emergencies are more immediate than others. Depending on the type of emergency and situation, some procedures must be committed to memory due to time limitations, while others can be dealt with by the more preferable method of using a checklist or by consulting the Pilots Operating Handbook.

In any emergency, the primary duty of a pilot is to fly the aircraft.

Pilots should not become so distracted by the emergency that their attention is diverted from the task of flying the aircraft. Many simple emergency situations have turned into major accidents when the pilot became distracted and ceased to function as the pilot of the aircraft.

Listed below are four basic rules to remember that will help you to handle any emergency situation:

- a. Maintain aircraft control.
- b. Analyze the situation.. .Think!
- c. Take corrective action.
- d. Land as soon as conditions permit.

4.2) DETERIORATING WEATHER

To the VFR pilot, a reduction in visibility and/or ceiling can be an emergency situation. Marginal VFR and IFR conditions can occur suddenly with rapidly moving fronts and thunderstorms during certain times of the year.

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To best avoid an encounter with IFR conditions, pilots must remain alert to changing conditions and be ready to take timely action to avoid being caught in rapidly deteriorating weather. All pilots should have an alternative course of action in mind and should be ready to execute that course of action when conditions start to deteriorate.

If the flight is operating in the local Practice Area(s), the pilot should monitor ATIS periodically as well as the the weather shown on the aircraft MFD. If deteriorating weather is encountered while in the practice area or if the airport goes IFR before the flight can return, the pilot should consider landing at a nearby alternate airport and waiting for the situation to clear up.

In any event, remain calm, closely monitor the remaining fuel supply, keep track of aircraft position, and always remain in control of the situation.

4.3) LOST COMMUNICATION PROCEDURE

It is virtually impossible to provide procedures applicable to all possible situations associated with two-way radio communications failure. During two-way radio communications failure, when confronted by a situation not covered in the regulation, pilots are expected to exercise good judgment in whatever action they decide to take.

Be advised that a great many "radio failures" are caused by operator failure. Complete knowledge of your equipment and how to use it is essential. Always double check your setup and volume controls before assuming radio failure.

If a communications malfunction is confirmed, the following no radio (NORDO) procedure should be used to safely enter an airport located in Class D airspace:

- a. Squawk 7600.

- b. Fly over the airport above Class D airspace to determine active runway/winds.
- c. Maneuver for a 90 degree entry to the active runway at 500 feet above traffic pattern altitude and fly toward the control tower. Use extreme caution for traffic at all altitudes.
- d. Flash your landing light and vigorously rock your wings. After crossing overhead the tower, maneuver for a two mile 45 degree entry to the active runway, and descent to pattern altitude.
- e. Transmit position and intentions in the blind.
- f. Sequence into pattern using extreme caution as other aircraft may not be aware of your position.

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- g. Watch tower for light gun signals.
- h. Acknowledge signals by rocking your wings, flashing the navigation lights at night, or by flashing the landing light if pointed at the tower.
- i. Descend for landing when the proper light signal has been received.
- j. If no signals are received, remain at pattern altitude and remain in the pattern.

4.4) LOST PROCEDURE

A current Miami Sectional Chart and a Class B Chart are mandatory items on all local flights in the Practice Area(s). Lost aircraft on a local flight or cross-country flight should attempt to determine their location using the following procedure:

- ® Maintain positive aircraft control at all times.
- ® Use geographical features and/or navaids or GPS to determine position.
 - Topographical features:
 - a. Reset the heading indicator.
 - b. Turn the sectional chart to match the airplane heading.
 - c. Watch for prominent landmarks.
 - d. Match the landmarks to the sectional chart.
 - Navaids:
 - a. Reset the heading indicator.
 - b. Tune and identify available VOR/NDB stations.
 - c. Locate airplane position using radials, bearings and/or DME.
 - d. Plot a course to proceed direct to the destination or to intercept the planned course as appropriate.

In the event the above procedure fails to determine airplane position, contact the nearest ATC facility or FSS for radar assistance.

4.5) FORCED LANDING

In the event that a forced landing becomes necessary, it is very likely that the landing will take place in a relatively remote area. Unless the exact position of the aircraft is known along with the direction and distance to the nearest aid and assistance, it is best to stay with the aircraft. South Florida consists largely of marshes and

impassable terrain. Staying with the aircraft will afford shelter and a larger target for search and rescue personnel to observe from the air.

Pilots should ensure that the ELT is turned on and transmitting after conducting a forced landing.

4.6) FIRE

4.6.1) GROUND

The majority of fires that do occur on a ramp stem from improper priming procedures in cold weather which results in a carburetor fire. All of Dare to Dream Aviation Aircraft are fuel injected, greatly reducing this risk. Utilize the proper priming procedures set forth in the aircraft POH to determine the safest and most effective method to use when starting the engine. In the event of a carburetor fire while starting, follow the recommended procedure listed in the Pilot's Operating Handbook and the aircraft checklist.

Most carburetor fires can be "sucked" into the engine if the pilot remains calm, continues to crank the engine and shuts off the fire's source of fuel. If the fire does not go out, evacuate the aircraft and report the fire. If a fire extinguisher is available and the fire is still small, accessible and manageable, try to extinguish the fire with the fire extinguisher, but avoid any possibility of personal injury.

If an attempt is going to be made to extinguish the fire, adhere to the following guidelines:

- a. Use extreme caution around propellers.
- b. Use extreme caution near fuel system fires.
- c. Keep the wind at your back.
- d. Beware of toxic fumes (burning plastic).
- e. Always fight a fire at the base while using a crouched body position.
- f. Use Halon or Carbon Dioxide extinguisher on engine fires if possible rather than dry chemical.
- g. Never use water on an electrical fire. It is very important that the proper fire extinguishing agent is used for the appropriate type or class of fire.

4.6.2) IN-FLIGHT

An engine fire when airborne, due to the intense heat, could cause structural failure, among other things. If an engine fire should occur while airborne, secure the engine, utilize the appropriate fire checklist for the aircraft and make an emergency descent to

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land as soon as possible. Do not attempt to restart an engine that has been shutdown due to fire.

If the fire is electrical, the situation is not as critical. Shut the master switch off and follow the appropriate checklist to isolate the defective device. Land as soon as practical.

4.7) UNSAFE LANDING GEAR INDICATIONS

Many unsafe landing gear indications are traced to minor problems in the indicating system and not actual gear malfunctions. However, any malfunction of the gear indicating system should be treated as if the gear were not down and locked, and the appropriate emergency procedure from the Pilot's Operating Handbook should be followed.

If the gear deployment malfunction occurs in the traffic pattern and cannot be resolved quickly, it is suggested that the pilot (with a clearance from the tower if the field is controlled) proceed to an area where the aircraft is out of the way of other aircraft, and then work on resolving the gear malfunction problem.

If the malfunction can still not be resolved and a down and locked indication cannot be achieved, the pilot may request to do a low pass at a safe but slow airspeed so that observers on the ground or in the tower (if controlled) can visually check the position of the landing gear.

When the decision is made to land without a gear down and locked indication, call for emergency rescue equipment to be available, then touch down softly and let the aircraft roll out with minimum use of brakes. Consideration should be given to utilizing a standard soft field landing technique. Any turns should be avoided. After rolling out on the runway, leave the aircraft on the runway, shut down the engine and inform the appropriate authority of the situation.

CHAPTER 5 - SCHEDULING AND ACCOUNTING

5.1) GENERAL

5.1.1) AIRCRAFT SCHEDULING REQUESTS

The Company provides online scheduling to its registered users at:

<http://www.flydaretodream.com>

Users can schedule aircraft, instructors and equipment on this online scheduling site.

Alternatively, customers can call our front desk at 954-776-1286 for scheduling assistance.

5.1.2) CANCELLATIONS

Cancellations not related to weather or aircraft mechanical difficulties must be made at least two hours prior to the beginning of the scheduled activity. If no one at the Company is available to accept the cancellation, the pilot must leave a voice mail message or cancel the flight online. Failure to cancel at least two hours prior to the start of the scheduled activity may result in the assessment of a no-show penalty as

described later in this chapter.

For dual training flights, both the student and instructor have a shared responsibility to ensure that the flight is cancelled in accordance with this subsection. Failure to do so may subject both the student and instructor to a no-show penalty.

If a flight is cancelled due to weather or mechanical difficulty, the pilot shall notify the Company as soon as possible.

5.1.3) CHECK-IN TIMES

Pilots not enrolled in a flight course are required to check in by the scheduled departure time.

Students and instructors participating in ground training activities must check in no later than the scheduled start time.

Students (and instructors, for dual flights) must check in for local flights at least fifteen (15) minutes prior to the scheduled departure time. For cross-country flights, students and instructors shall check in at least thirty (30) minutes prior to the scheduled departure time.

Pilots who have not arrived by the designated check-in time will be no-showed and will forfeit rights to the aircraft for the scheduled period. Students who are not properly prepared for a training activity may also be no-showed by the instructor.

5.1.4) ADHERENCE TO SCHEDULED FLIGHT TIMES

It is extremely important that pilots utilize the aircraft within the allotted time. Each flight must be back at the scheduled return time (shown on the dispatch report), as another person may be waiting for the aircraft.

If a lengthy delay at the home airport is encountered prior to departure, the pilot shall request an extension of the scheduled return time (if necessary) before leaving. If possible, the request will be granted. If not, the aircraft must return at the original scheduled return time.

If an extension of a flight is needed during the course of a flight for reasons not related to mechanical failure or weather, the request for an extension should be made to the Company as soon as possible. If the extension cannot be granted, the flight must return as originally scheduled.

If an aircraft is not back on time, and the pilot has failed to contact the Company, the Company will initiate search procedures.

5.1.5) NO-SHOWS (Unexcused Absences)

Resources of the Company must be **used** efficiently to maximize service to all pilots. Therefore, the Company has instituted a strict no-show policy to discourage unexcused absences.

5.1.6) NO-SHOW PENALTIES

In addition to impacting student continuity of training and proficiency, no-shows are costly to the Company due to under-utilization of resources. Therefore, the following penalties will be assessed for each no-showed activity:

For scheduled flights and ground trainer sessions, the no-show penalty will be computed by multiplying the scheduled period (in hours) by the normal hourly rental rate, and dividing the result by five. For dual flights and ground trainer sessions, the “normal hourly rental rate” shall include the hourly equipment rental rate plus the hourly rate charged for instruction.

For ground school sessions (not including ground trainer sessions), the no-show penalty will be Eighty (\$85.00) dollars.

Instructors will be no-showed if they fail to arrive by the scheduled activity time, and will also be subject to the same penalties. If circumstances beyond the control of the instructor, such as in-flight weather or mechanical difficulties away from the home base airport cause the instructor to be late, the instructor will notify the Company and the student as soon as possible.

No-show charges will automatically be billed to the pilot’s account. It is the pilot’s responsibility to become aware of all outstanding, unexcused no-shows and to take timely and appropriate action.

Within seven (7) days from the date the no-show occurred, the pilot may appeal the no-show if the pilot feels that there were extenuating circumstances. This is accomplished by providing a written explanation to the Company. After seven days, however, the no-show becomes unexcused.

Repeated no-shows by a student enrolled in a flight course may result in dismissal from that program.

5.2) TRAINING ACTIVITIES

5.2.1) GENERAL

Students and instructors are personally responsible for being fully prepared and present for each lesson at the scheduled time.

Instructors are required to schedule students regularly in order to maintain continuity of training. Delays in training can add significantly to the total cost of completing a flight course. Therefore, strict scheduling, cancellation, no-show, and grounding policies are enforced. Instructors are advised to schedule each student for at least six training activities per month. Lengthy interruptions must be avoided.

5.2.2) SCHEDULING

The student and instructor shall determine the times and days both are available for training in order to maintain a regular training schedule. Training activities can be scheduled up to four weeks in advance of the proposed activity.

Once a training schedule has been prepared, the instructor will then coordinate scheduling with the Company Operations Manager. Instructors are solely responsible

for scheduling their student's training activities with the Company. However, students may schedule solo flights directly with the Company provided they have received authorization from their instructor.

Students must inform their instructor of any necessary scheduling changes as soon as possible to preclude a cancellation or no-show. Notifying the Company of a training cancellation is a shared responsibility of the student and instructor.

5.2.3) ACTIVITY LENGTHS

The length of a training session will vary depending on the type and content of the lesson. Approximately thirty (30) minutes of time for pre-flight and post-flight discussion is provided in each lesson. These times are flexible and may be adjusted if more or less time is needed.

5.2.4) GROUND TRAINER

Ground trainer lessons are normally 1.5 to 2.0 hours in length.

5.2.5) LOCAL FLIGHTS

Local flights are typically scheduled for 2.0 hours. The average duration of a local training flight is 1.5 to 2.0 hours, though the actual flight time may vary.

5.2.6) CROSS-COUNTRY FLIGHTS

The time scheduled for a cross-country flight must include not only the actual flight time required by the lesson, but also the ground time at each airport for discussion, refueling, filing flight plans, etc.

For scheduling purposes, cross-country training flights are normally limited to a maximum of one hour of ground time at each airport. The Company will be notified immediately when, because of unanticipated delays, ground time limitations will be exceeded.

5.2.7) GROUP TRAINING SESSIONS

Instructors may schedule ground training with more than one student at a time. This is called a group training session. The benefits derived from a group training session include more interaction between students and instructor; more questions; more efficient use of time and resources; more training time at less cost; and overall, a better learning experience for the student. For billing purposes, the total time used in the session will be divided evenly among the students participating.

5.2.8) EXTRA TRAINING TIME

Whenever a student is unable to meet the completion standard on any lesson, or

whenever an oral or flight stage check is unsatisfactory, extra training will be required to address the deficiency.

When it is determined that extra training is needed, the student and instructor will review the tasks that need to be repeated, and the instructor shall make a reasonable estimate of the amount of time required to complete the tasks. The instructor will then schedule the additional training activities as described previously in this chapter.

5.3) ACCOUNTING

5.3.1) GENERAL

This section explains the Company's accounting policies, including how charges are assessed, and the acceptable methods of settlement.

5.3.2) AIRCRAFT CHARGES

The aircraft rental charge is computed by multiplying the chargeable flight time by the published retail hourly rental rate. Aircraft rental rate discounts are typically offered for pre-paid purchases. Details of specific offers can be found on the website or in person at the office and by phone. All aircraft are rented "dry". Customers will be billed for aircraft time used, plus fuel used, using the fuel cost calculated that day.

The chargeable flight time for each flight is computed by deducting the beginning hour meter time ("Start Time") from the ending hour meter time ("End Time"), measured in one-tenth (1/10) of an hour increments. In the event an hour meter is not available in the aircraft, or should the hour meter become inoperative, the chargeable flight time shall be computed by deducting the Start Time from the End Time as recorded on the tachometer, and multiplying the difference by 1.4.

All flights must be paid for in full upon return of the aircraft. All renters wishing to return aircraft after hours must either purchase block time, or have a credit card on file.

5.3.3) BLOCK TIME PURCHASES

The Company offers "block time" based on pre-paid flight time calculated by dollar amount. This allows renters to buy discounted time not tied to a specific aircraft. Current block time offers can be found on the company's website.

5.3.4) MINIMUM CHARGES

Aircraft scheduled for twelve or more consecutive hours will be subject to a minimum chargeable flight time of two and one half (2.5) hours for each twenty-four hour period

scheduled during weekdays and four (4) hours on weekends. Extended trips involving five (5) or more chargeable flight hours, or overnight trips, may require a prior deposit.

Customers may make special request to the Company's management for long trips or extended rentals. These will be reviewed on a case by case basis.

5.3.5) REIMBURSEMENTS

Pilots are responsible for all charges incurred while away from the aircraft's home base, including, fuel, airport, parking and customs fees. The only charges that will be reimbursed to the pilot by the Company are for authorized maintenance and oil purchases directly related to the flight.

Oil reimbursements are computed using the prevailing rates charged to the Company at the aircrafts home base airport, or the rate indicated on the receipt, whichever is lower. Any request for such a reimbursement must be accompanied by a valid receipt showing all of the following:

- a. The name of the vendor.
- b. The date of the purchase.
- c. The total quantity purchased.
- d. The total amount of the purchase.

The Company cannot issue reimbursements without a valid receipt.

If it is determined that maintenance must be performed on a Company aircraft while away from the aircraft's home base, the pilot shall receive approval from the Company before authorizing any work to be performed on the aircraft. The Company will not be responsible for any maintenance charges resulting from unauthorized repairs made to the aircraft. Authorized maintenance charges will be refunded to the pilot with a valid receipt and work order.

All refunds will be issued by check within fifteen (15) business days of the date the refund request was received by the Company.

5.4) INSTRUCTOR CHARGES

5.4.1) FLIGHT AND GROUND TRAINER LESSONS

For dual flights, charges for instruction include the flight time plus the pre-flight and post-flight briefing time as recorded on the aircraft sign-out log. By initialing the aircraft sign-out log, the student and instructor agree to the total instructional time recorded for the lesson.

5.4.2) GROUND LESSONS

Charges for lessons involving only ground instruction are recorded on the instructor's ground log. By initialing the form, the student and instructor agree to the total instructional time recorded for the lesson.

5.4.3) TAXES

Per Florida Department of Revenue law, sales tax is charged on all aircraft rentals, equipment rentals and supplies purchased. No sales tax is charged on flight instructors time.

5.5) OTHER CHARGES

5.5.1) RETURN OF COMPANY AIRCRAFT

The pilot is solely responsible for returning the aircraft to the Company operations base from which the pilot accepted the aircraft. If it becomes necessary for the pilot to leave a Company aircraft at another location, the pilot shall be responsible for any reasonable costs incurred by the Company in having the aircraft returned to the operations base.

5.5.2) INSURANCE DEDUCTIBLE

The pilot is financially responsible for the deductible portion of the insurance policy in the event of damage to the aircraft. In addition to the deductible, the pilot may also be held financially responsible for lost business as a result of the Company's loss of use of the aircraft while repair or replacement is being made.

In addition, pilot's should be aware that insurance companies may subrogate against the pilot for any damages that are found to be pilot error. The Company strongly advises renter's to secure their own renter's insurance to cover this possibility. Policies are available from AOPA online at <http://www.aopa.org> or from the Company's insurance underwriter.

5.5.3) LIENS AND PENALTIES

The pilot shall pay and discharge any liens or penalties imposed as a result of any violations of Federal, State or Local laws and regulations related to the operation of Company aircraft. In the event of seizure or forfeiture of the aircraft as a result of a violation of any laws or regulations, the pilot shall be charged the minimum chargeable flight time (see MINIMUM CHARGES) for each twelve hour period the aircraft is held (not to exceed the fair market value of the aircraft). The pilot will also be responsible for attorney's fees and all other expenses incurred by the Company in the recovery of the aircraft.

5.5.4) BATTERY SWITCH LEFT ON

A fifty (\$50) dollar penalty will be charged to any person leaving a battery (master) switch or Standby battery switch ON after returning an aircraft.

5.5.5) NO-SHOWS

Pilots and/or instructors who fail to arrive on time for a scheduled training activity will be charged a penalty in accordance with the No-Show policy described in Chapter 3.

5.5.6) ACCOUNT PENALTIES

All outstanding charges over thirty (30) days settle charges in a timely manner can result will be charged interest at the rate of 1.5% per month (18% per annually),and suspension of flight privileges.

Pre-purchased flight time refunded at the account holder's request may be subject to a reimbursement charge of 10% of the account balance.

A twenty (\$20) dollar charge will be assessed for each returned check.

All charges are due at the end of each flight or training activity. In order to control costs and be fair to all of our customers, the Company cannot extend credit. Failure to settle charges in a timely manner can result in suspension of flight privileges, penalties and interest fees.

5.5.7) FORMS OF PAYMENT

Acceptable methods of payment include cash, VISA, MasterCard, American Express and checks or money orders drawn on a United States bank.

Unfortunately, we do not offer block time discounts on American Express purchases.

Instructors are not permitted to accept payment in any form. The Company will not be responsible for payments made to anyone other than the Company Operations Manager or Director of Training.

For convenience, customers may choose to keep credit card information on file with the Company to have charges automatically applied to their account.

5.5.8) RETURNING AFTER HOURS

For any flight that is scheduled to return after regular Company business hours, the customer will be required to leave credit card information prior to departure. All charges related to that flight will be applied to that credit card account.

5.5.9) ACCOUNT STATEMENTS

A Statement of Account will be provided to each account holder on request. Account holders shall ensure that each overdrawn account is funded as promptly as possible to avoid being grounded.