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# **FLIGHT OPERATIONS MANUAL (FOM)**

Standard Operating Procedures and Policies for Coast Flight Training  
Students and Instructors

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**Created By:**

**Coast Flight Training & Management, Inc.**

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## Section 1 – Introduction

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### 1.1 General

This manual has been published to inform Coast Flight Training (CFT) students and instructors of the policies and procedures that govern operations in a CFT aircraft. At all times, CFT pilots must abide by the Standard Operating Procedures (SOPs) outlined in the Flight Operations Manual (FOM), as well as Federal Aviation Regulations (FARs), and those described in a Federal Aviation Administration (FAA) approved Airplane Flight Manual (AFM) or Pilot Operating Handbook (POH).

Procedures in this publication are derived from the FAA approved AFM and/or the POH. Coast Flight Training and Management, Inc. has attempted to ensure that the data contained agrees with the data in the AFM/POH. If there is any disagreement, the approved AFM or POH is the final authority.

### 1.2 Standard Operating Procedures

The information found in each section is considered to be a Coast Flight Training and Management, Inc. SOP. Violation of SOPs is terms for investigation and possible dismissal from CFT.

The procedures outlined are considered the best operating practices while flying the CFT training fleet; however, these procedures may not be inclusive to all variables encountered in the national airspace system. Pilots are encouraged to follow the procedures outlined in this manual and use their best judgment when handling non-standard situations. Utilizing these standard operating procedures will enhance the situational awareness of the pilot in both single pilot and crew situations and allow for timely completion of tasks in the aircraft. Adhering to these procedures will help the pilot take full advantage of the aircraft's capabilities while maintaining a high level of safety.

### 1.3 Distribution of Flight Operations Manual Per Part 141 Requirements

The Coast Flight Training FOM fulfills the enrollment requirement of CFR 14 Part 141.93 (a)(3), which includes the dissemination of the following information to students enrolled in a part 141 training program:

- i. Weather minimum required by the school for dual and solo flights;
- ii. The procedures for starting and taxiing aircraft on the ramp;
- iii. Fire precautions and procedures;
- iv. Redispach procedures after unprogrammed landings, on and off airports;
- v. Aircraft discrepancies and approval for return to service;
- vi. Securing of aircraft when not in use;
- vii. Fuel reserves necessary for local and cross-country flight;
- viii. Avoidance of other aircraft in flight or on the ground;



- ix. Minimum altitude operations and simulated emergency landing instructions; and
- x. A description of and instructions regarding the use of assigned practice areas.

## **Section 2 – Operational and Training Information**

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### **2.1 General**

This section defines basic terms and abbreviations found within the FOM, as well as 141 enrollment information and reference materials.

### **2.2 Reference Materials**

The following references supplement the content of this publication:

- Federal Aviation Regulations (FARs)
- Aeronautical Information Manual (AIM)
- FAA Approved AFM and POH
- Advisory Circulars
- Avionics Pilot Guides and Manuals

### **2.3 Terms and Abbreviations**

The following abbreviations and terms will be referenced in this manual:

AFM	Airplane Flight Manual
AGL	Above Ground Level
AIM	Aeronautical Information Manual
ATC	Air Traffic Control
AWC	Aviation Weather Center
CAC	Coast Air Center
CFT	Coast Flight Training
CTAF	Common Traffic Advisory Frequency
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FAF	Final Approach Fix
FAR	Federal Aviation Regulation
FSS	Flight Service Station





FOM	Flight Operations Manual
GPS	Global Positioning System
IFR	Instrument Flight Rules
ILS	Instrument Landing System
IP	Instructor Pilot
IMC	Instrument Meteorological Conditions
IPC	Instrument Proficiency Check
MC	Maintenance Coordinator
MEA	Minimum Enroute Altitude
MFD	Multi-Function Display
MSL	Mean Sea Level
NOTAM	Notice to Airmen
NTSB	National Transportation Safety Board
OAT	Outside Air Temperature
PIC	Pilot-in-Command
POH	Pilot Operating Handbook
PQ	Pilot Qualification
SOP	Standard Operating Procedures
SRM	Single-Pilot Resource Management
TFR	Temporary Flight Restriction
TPA	Traffic Pattern Altitude
VFR	Visual Flight Rules

**Student Pilot-** Unlicensed pilot enrolled in Private Pilot Course.

**Coast Student-** Pilot enrolled in any Coast training program.

## 2.4 141 Enrollment Method

Per 141.93 a (1) (2) The Assistant Chief Instructor (or Chief Instructor if Assistant Chief Flight Instructor is unavailable) shall ensure that each student receives a dated



certificate from Coast Flight Training and Management stating the course of enrollment. Coast Flight Training and Management will keep an electronic copy on file and issue a copy to the student. The student will also receive a copy of the training syllabus and school's FOM which contains a description of the safety practices and procedures as Per FAR 141.93 a (3).

## **2.5 Limitations**

The Limitations Section of the AFM/POH is the official document approved by the FAA. It provides operating limitations, instrument markings, basic placards required by regulation, and standard systems and equipment required for safe operation. Compliance with the operating limitations in the AFM/POH is required by Federal Aviation Regulations.

## **Section 3 – Pilot Responsibilities and Qualifications**

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### **3.1 General**

The Pilot In Command (PIC) of any aircraft is responsible for safe aircraft operation. It is recommended that all pilots operate in accordance with the policies and SOPs prescribed within this publication. In no case does this document relieve the pilot in command from the responsibility of making safe decisions regarding the operation of the aircraft.

### **3.2 Medical Certificates**

In order to exercise the privileges of a private pilot certificate the pilot must hold at least a third-class medical certificate, which is valid for 60 calendar months from the date of issuance (24 months if the person is over 40 at time of examination). To exercise the privileges of a commercial pilot certificate, a pilot must hold and maintain a second-class medical, or a first-class medical certificate. To exercise privileges of a Flight Instructor Certificate, an Instructor Pilot (IP) must hold a third-class medical certificate or higher.

- Students enrolled in a Coast Academy program must hold and maintain a first-class medical certificate for the duration of training.

#### **NOTE:**

**In order for an IP to be compensated for a ferry or maintenance flight, the IP must hold a current first or second-class medical certificate.**



### 3.3 Pilot Requirements

Pilots must provide CFT current and accurate copies of the following items on their start date, prior to any flight lesson, and immediately upon any changes to the data contained therein:

- Emergency Contact Data
- Medical Certificates (prior to solo flight)
- Pilot Certificates
- Passport or Birth Certificate and Government Issued, Photo I.D. must be provided before any flight training. Changes to I.D. or Passport must be provided to CFT immediately.
- Flight Review Endorsements
- Instrument Proficiency Check Endorsements

Pilots are required to carry all pilot certificates and government issued identification when operating any CFT aircraft. Pilots must operate the aircraft in compliance with all regulatory requirements.

Pilots operating aircraft as a PIC shall:

- Prior to every flight, confirm that aircraft is airworthy and verify that all required documentation is on board the aircraft.
- Prior to the operation of aircraft, review maintenance discrepancies and immediately, by the most expeditious means available, report any damage, discrepancy, or finding of aircraft in non-airworthy condition to Maintenance Coordinator(s).
  - If you cannot contact your Maintenance Coordinator(s) and need to speak with someone immediately, contact the Assistant Chief Flight Instructor or the Site Director for your location.
- Prior to operation of aircraft over water, outside of power-off gliding distance from land, be sure to obtain, stow and review operating instructions of all safety equipment and proper ditching procedures.
- Properly park and secure the aircraft and install any covers and sunscreens before leaving the aircraft at any location.
- Accurately and legibly record the starting and ending Hobbs and Tach readings for each operation in CFT aircraft.
- Record in detail on CFT Flight Data Sheets any maintenance issues or discrepancies found during operations. Airworthiness squawks must be reported to Maintenance Coordinator(s).



- In the event of any incident or accident, do not move aircraft until authorized by CFT, except to prevent personal injury or further damage to aircraft, or to facilitate rescue operations.

### **3.4 Fees Associated with Flight Away from Home Field**

The IP or Customer/Student is responsible for purchasing the required fuel at the most competitive price available and will be reimbursed for the current per gallon price that CFT is paying at its home base. This price is displayed behind the Dispatch window at CFT. Receipts must be presented, and a Fuel Reimbursement Form must be filled out in a timely manner following the flight. The Fuel Reimbursement Form is located within the Coast Academy/Coast General Training SharePoint.

- Additional fees associated with the use of aircraft at non-base locations, such as ramp fees, hangar fees, deicing and landing fees are the responsibility of the renter/student.
- PIC MAY BE held responsible for maintenance recovery fees if flight planning is determined to be inappropriate to mission.

### **3.5 Aircraft Systems Status**

Pilots should monitor the flight, engine, and system parameters throughout the flight. Verify adequate fuel remains to reach the intended destination and switch fuel tanks as required to maintain an equal balance.

### **3.6 Pilot Status**

Pilots should monitor fatigue and stress levels during the flight. A diversion may be necessary if the pilot has any reason to believe the flight cannot be safely completed.

### **3.7 Situational Awareness**

Pilots should maintain situational awareness throughout the entire flight using all available equipment and resources.

### **3.8 Reporting of Suspicious Activity**

Pilots are requested to call and report any suspicious ramp activity to 1-866- GA-SECURE. For emergencies, or an immediate threat to safety or security call 911.

### **3.9 Physiological Considerations**

#### Intoxicants

- Alcohol - Per CFT FOM, pilots should not consume alcohol or other intoxicants within 12 hours prior to flying and shall not be under the lasting effects of alcohol. (to include the planning and/or execution stage of a flight).



- Drugs - Prescription or over the counter drugs are prohibited when operating CFT aircraft, UNLESS approved by an Aviation Medical Examiner.
- Legalized Marijuana - Although marijuana is legal in California, your medical certificate, and your pilot certificates are all issued by the Federal government which has not legalized marijuana.

**NOTE:**

**Drug Testing: It is CFT's policy that a drug test be conducted immediately following any accident or incident deemed necessary by management.**

Blood Donations

A pilot should not operate an aircraft within 72 hours after a blood donation or transfusion due to a temporary lowering of the oxygen carrying capacity of the blood.

Scuba Diving

A pilot or passenger who intends to fly after scuba diving should allow the body enough time to rid itself of excess nitrogen absorbed during the dive. The recommended wait times are as follows:

- Wait 12 hours - if flight will be below 8,000' pressure altitude and dive did not require a controlled ascent.
- Wait 24 hours - if flight will be above 8,000' pressure altitude or dive required a controlled ascent.

### **3.10 Duty Time and Rest**

Pilots shall avoid a duty period greater than 14 hours including a maximum of 8 hours of flying. A pilot should have a 10 consecutive-hour rest period prior to resuming flight activities. Pilots should consider non-flight related working periods as duty time.

## **Section 4 – Weather Assessment and Pilot Weather Minimums**

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### **4.1 General**

Pilots should determine if the weather conditions exceed their qualifications and capabilities. A decision should be made to postpone the flight if the weather is not acceptable.

A critical factor in a successful flight is the pilot's evaluation of weather conditions. Many weather-related accidents could have been prevented during preflight if the pilot had thoroughly evaluated the weather conditions. The following weather resources will be useful for evaluating the weather and making a go/no-go decision:



### **Flight Service Station (FSS)**

- 1-800-WX-BRIEF
- [1800wxbrief.com](http://1800wxbrief.com)

### **Aviation Weather Center (AWC)**

- <http://www.aviationweather.gov>

### **National Weather Service**

- <http://www.nws.noaa.gov>

## **4.2 Hazards to Flight**

It is crucial to identify any potential hazards to the intended flight. Become familiar with areas of marginal Visual Flight Rules (VFR) and Instrument Flight Rules (IFR) conditions, convective activity, and areas of icing and turbulence. Weather products available include:

- Weather depiction chart
- AIRMETs, SIGMETs and Convective SIGMETs
- Weather Radar
- Pilot Reports (PIREPs)
- Graphical Forecast for Aviation (GFA)
- Current and forecasted icing potential tools
- Aviation Weather Center (AWC)

## **4.3 Current Observations**

Become familiar with the current weather along the route. Analyze the up-to-date weather observations within 50 miles of the departure airport, intended course, and destination airport.

Weather products available include:

- Aviation Routine Weather Reports (METARs)
- Pilot Reports (PIREPs)

## **4.4 Forecasted Weather**

Evaluate the weather forecast two hours before and after your estimated time of arrival at the destination or planned alternate.

Weather products available include:

- Terminal Area Forecasts (TAFs)
- Graphical Forecast for Aviation (GFA)



- Prognostic charts
- Winds and temperature aloft
- AIRMETs, SIGMETs and Convective SIGMETs

#### **4.5 Notices to Airmen (NOTAMS) & Temporary Flight Restrictions (TFRs)**

Before each flight the pilot shall check for NOTAMS and TFRs. Pay close attention to any TFRs or NOTAMS that may interfere with routing.

NOTAMS and TFRs can be located by using the following products:

- <https://notams.aim.faa.gov/notamSearch/>
- [tfr.faa.gov](http://tfr.faa.gov)

#### **4.6 Thunderstorms and Convective Activity**

Pilots must never regard a thunderstorm lightly. Avoiding thunderstorms is the best policy.

- **Do not land or takeoff in the face of an approaching thunderstorm.** A sudden gust front or low-level turbulence could cause loss of control.
- **Do not attempt to fly under a thunderstorm even if you can see through to the other side.** Turbulence and wind shear under the storm could be disastrous.
- **Do not rely on Data-Linked weather to navigate around thunderstorms.** Only visual sighting or on-board weather radar should be used to avoid thunderstorms.
- **Avoid by at least 20 miles, any thunderstorm identified as severe.** This is especially true under the anvil of a large cumulonimbus.
  - Circumnavigate the entire area if the area has 6/10 thunderstorm coverage.
  - Remember that vivid and frequent lightning indicates the existence of a strong thunderstorm.
  - Regard as extremely hazardous any thunderstorm with tops **35,000 feet or higher**, whether the top is visually sighted or determined by radar.
- **Flying within the area of an active convective SIGMET is not authorized per CFT policy.**

#### **NOTE:**

**If it is determined that the active convective SIGMET is not progressing as forecasted, flight may be permitted at the discretion of the Site Director.**



## 4.7 Student Pilot Weather Minimums

The following weather minimums apply to all flight training operations conducted at CFT. The Chief Flight Instructor or Site Director may authorize deviations from the ceilings, visibilities and wind velocities (except for maximum demonstrated crosswind) when deemed appropriate.

The CFI must fill out and endorse the “Student Pilot Solo Permission Form” prior to each flight and assure that the following limitations are met:

- Each individual student will have a landing wind limitation that is endorsed by their instructor, CFT limitation for all student pilots is 15 knot headwinds with an 8 knot crosswind including gust factor.
- Cloud clearances will be in accordance with FAR 91.155.

	<b>Maximum Cross Wind</b>	<b>Maximum Head Wind</b>	<b>Ceiling</b>	<b>Visibility</b>
<b>Solo Traffic Pattern</b>	8 KTs	15 KTs	2,500' reported	≥5 SM
<b>Solo Practice Area</b>	8 KTs	15 KTs	3,000' above planned altitude	≥6 SM
<b>Solo Cross-Country</b>	8 KTs	15 KTs	2,000' above planned altitude	≥6 SM

## 4.8 Weather Minimums for Instrument Rated Students

- An alternate must be filed if the weather is less than 2,000' ceilings and the visibility is less than 3 SM +/-1hr ETA at destination airport.
- Forecasted weather at destination must be at least 600' ceilings and a visibility of 3 SM.
- Flight into known icing conditions is prohibited.

## 4.9 Weather Minimums for Non-Instrument Rated Private Pilots

- Cloud clearances will be in accordance with FAR 91.155.
- Maximum winds approved for the student shall not exceed 20 knots total wind & 15 knots crosswind including gust factor.





#### 4.10 Weather Minimums for Dual Flight Operations

- VFR Dual flights leaving the airport boundary, including cross country flights, must abide by the cloud clearances in part 91.155.
- For IFR cross-country flights, an alternate must be filed if the weather is projected to be below 2,000' AGL ceilings and 3 SM visibility +/- 1 hour of ETA at destination airport.
- All dual flights will be conducted in wind conditions not exceeding 25 knots total wind and 20 knots crosswind component including gust factor. This limit may be increased with written authorization by Assistant Chief Flight Instructor or Site Director.

Refer to Local Area Appendices for IFR Departure Minimums

- KMYF **Appendix A.10**
- KHYI **Appendix B.6**
- KRBD **Appendix C.6**

	<b>Maximum Cross Wind</b>	<b>Maximum Head Wind</b>	<b>Ceiling</b>	<b>Visibility</b>
<b>Dual Traffic Pattern</b>	15 KT's	20 KT's	1,000' above TPA	3 SM
<b>Dual Practice Area</b>	15 KT's	20 KT's	2,000' AGL	5 SM
<b>Dual Cross-Country</b>	15 KT's	20 KT's	2,000' AGL	6 SM

**NOTE:**

**Special VFR Operations are prohibited.**

#### 4.11 Weather Status

Pilots should monitor the weather along the route and destination airport for deteriorating conditions using onboard weather resources and ground-based weather resources. Contact FSS frequencies for up-to-date weather information. A diversion may be necessary if the weather deteriorates beyond the pilot's qualifications and/or capabilities.



## 4.12 Hazardous Weather Policy

If the weather should deteriorate during the event, the PIC shall determine the course of action based on if the aircraft is on the ground or in the air:

If on the Ground:

- Cancel and reschedule activity.
- Delay departure.
- Tie down & secure aircraft on the ramp.
- Leave the ramp for shelter indoors.

If Airborne:

- Divert to a non-threatened airport.
- Hold in area clear of thunderstorms, fuel permitting.

## 4.13 Operations in Icing Conditions

DO NOT take off in an aircraft that has frost, snow, or ice adhering to any external surface. The only approved deicing method is to store the aircraft in a warm hangar, or in the sun. **DO NOT SCRAPE** frost, snow, or ice off an aircraft.

A pilot can expect icing when flying in visible moisture, such as rain, snow or clouds, and the temperature of the aircraft is below freezing. If icing is detected, a pilot should turn on all available anti-icing equipment and do one of two things to exit the icing conditions:

- Alert Air Traffic Control (ATC) as soon as possible if on an IFR flight plan and request new routing;
- Divert to an area free of visible moisture or;
- Go to an altitude where the temperature is above freezing. The warmer altitude may not always be a lower altitude.

• **WARNING** •

**Flight into known icing conditions is prohibited.**

## 4.14 Hot Weather Operations

Familiarize yourself with the appropriate warm weather operating procedures for your aircraft. Prevent dehydration and heat stroke/exhaustion by remaining hydrated and packing extra water for flights in warm weather.

- Flight above Outside Air Temperatures (OAT) of 110°F (43.3°C) is prohibited.
- If the Heat Index is above 110°F (43.3°C), the PIC has authority to postpone flight.



## Section 5 – Preflight Preparation

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### 5.1 General

A Preflight Inspection is necessary for the PIC to ensure the aircraft is in airworthy condition. An IP must be present for all student pilot Preflight Inspections, including student pilot solo operations. The preflight inspection can be completed as a Flow Pattern when the pilot is familiar with the aircraft preflight inspection checklist. Always refer to the aircraft checklist after the flow to verify all items have been completed.

### 5.2 Checklist Philosophy and Usage

Checklists for operations are categorized as follows:

**Normal:** Procedures used during normal flight operations. Normal checklists can be found in the Normal Procedures section of the AFM/POH.

**Abnormal:** Procedures used in response to system failures and malfunctions that, while not immediately threatening, may affect safety of flight if not addressed. Abnormal checklists can be found in the Abnormal Procedures section in the AFM/POH.

**Emergency:** Procedures used in response to system failures and malfunctions that are an immediate threat to the safety of flight. Emergencies require immediate action by the flight crew to ensure a safe outcome. Emergency checklists can be found in the Emergency Procedures section of the AFM/POH.

When used properly:

- Checklists enhance safety of flight by confirming the aircraft is appropriately configured for the flight condition.
- Checklists expedite the completion of procedures that are necessary to transition to subsequent phases of flight.

Note: If the aircraft is equipped, the electronic checklist in the Multi-Function Display (MFD) may be used.

- Use of electronic checklists will help keep the cockpit organized and functional.
- Use a paper checklist whenever MFD electronic checklists are not available or if the aircraft does not have a MFD.

### 5.3 Checklist Completions for Normal Procedures

Normal procedure checklists can be completed as a Flow Pattern or a Do-List. The appropriate method for checklist completion is dependent upon the pilot workload for each phase of flight.



## Do-List

Do-Lists are used when a procedure sequence and/or item condition is critical to completion of the procedure and when ample time exists for completion of the checklist.

A Do-List checklist is executed by:

- Reading the checklist item and
- Selecting the appropriate condition of the item.

## Flow Pattern

The term “Flow Pattern” refers to a logical path through the cockpit that the pilot will move along during the execution of the checklist. Flow Patterns use a “do and verify” approach to checklist completion. Procedure sequence and aircraft condition is not critical and there is an operational advantage to executing the checklist items in a timely manner. When used properly, Flow Patterns allow timely configuration of the aircraft for the appropriate flight condition.

The Flow Pattern is executed by:

- Memorizing and executing the checklist without immediate reference to the written checklists and then;
- The checklist is referenced as soon as time and workload permit to ensure procedure completion.

## **5.4 Documentation**

The following documents must be in the aircraft for the flight: (**ARROW**)

- **Airworthiness Certificate**
- **Registration**
- **Radio Station License** (international flights only)
- **FAA Approved Airplane Flight Manual/Pilot Operating Handbook**
- **Weight and Balance**

## **5.5 Equipment**

All flights must be in accordance with 91.205, for Day, Night, and IFR operations. Refer to **Section 10.2** for information on maintenance deferral procedures. The following auxiliary equipment should be carried in the aircraft when appropriate:

- Survival kit (appropriate to the climate and conditions)
- Approved flotation gear and at least one pyrotechnic signaling device for flights outside glide distance to land
- Supplemental oxygen system for high altitude operations



- Flashlight or headlamp for night operations
- Chocks, tie downs, extra oil, and tow bar

## **Section 6 – Starting and Taxiing**

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### **6.1 General**

This section contains the SOPs for engine starting, and taxi operations. Extra care and situational awareness shall be given while operating on the CFT ramp, as well as in movement areas around the airport. Taxi and clearance instructions shall be received and copied only when aircraft is at a full stop, unless an amendment is given while in transit.

### **6.2 Passenger Flight Briefing**

Flight training with passengers (defined as a person not enrolled in a CFT 141 training program and/or an employee of CFT) is not authorized without the permission of CFT Chief Flight Instructor or Site Director. If passengers are authorized, the PIC will provide a safety briefing, to all passengers prior to each flight. The briefing shall provide information on seat belts, exits, and any other safety equipment on the aircraft. The pilot should also discuss sterile cockpit procedures and other information as necessary. At a minimum, passengers should be briefed on the following items:

- Smoking
- Seatbelts
- Doors
- Emergency Exits/Egress
- Use of Oxygen if installed
- Traffic alerts
- Sick bag
- Engine fire briefing

### **6.3 Engine Start**

Use the Do-List procedure for the Engine Start checklist, derived from the airplane AFM/POH.

- Select the proper engine start procedure based on outside air temperature and internal engine temperature. If engine has been exposed to temperature extremes care should be given to starting the aircraft in accordance with any specific requirements for extreme weather.
- If the engine does not start during the first few attempts, let cool for five minutes before reattempting engine start.



• **WARNING** •

**Failure to properly pre-heat a cold soaked engine may result in congealing within the engine, oil hoses, and oil cooler. This could lead to a subsequent loss of oil flow, internal engine damage and subsequent engine failure.**

## **6.4 Before Taxi**

Complete the Before Taxi checklist as a flow and reference the aircraft checklist to verify all items are complete.

- Set up the required navigation equipment and communication frequencies for the intended flight at this time.
- Primary navigation should be set into Global Positioning System One (GPS 1) and secondary or auxiliary navigation set into GPS 2 if needed. Set primary airborne frequencies into COM 1 and necessary ground frequencies into COM 2.
- Review all designated airport hot spots along the taxi route, and brief prior to taxi.

## **6.5 Taxi Out**

In congested areas (such as the ramp), use the appropriate taxi speed that approximates a normal walking speed with as little power as necessary in order to promptly stop if the need arises.

- All pilots will maintain a taxi speed of 10 knots groundspeed or less at all times. This speed will be displayed as Ground Speed (GS) on a GPS device during taxi.
- Maintain a sterile cockpit while taxiing on the ramp.
- As the aircraft moves out of the parking position, test the brakes on the pilot's side and instructor's side (on dual flights) to ensure proper operation.
- DO NOT test brakes while transitioning on an active taxiway (as there may be aircraft in trail).
- Ensure the nose wheel track is along the marked centerline and the aircraft maneuvered in the direction indicated when taxiing on ramp areas. It should be noted however that tracking the centerline does not guarantee clearance from all obstructions such as other aircraft, hangars, signs, etc.

• **WARNING** •

**Extra care should be taken when taxiing in the proximity of fuel islands, fuel trucks, or other vehicles on the ramp.**

**NOTE:**

**Pilots shall ensure that propeller blast is directed away from persons, vehicles, structures, or other aircraft.**

**No attempt should be made to taxi around any vehicles.**



- Maintain high levels of situational awareness during all movement on the airport surface to avoid a runway incursion accident. Minimize tasks such as reading checklists or folding maps while taxiing.
- Utilize an airport diagram to aid in situational awareness.

A cause of brake failure is the creation of excessive heat through improper braking practices. Excessive use of the brakes while taxiing causes a continuous buildup of energy which may lead to excessive heat. Excessive heat causes warped brake rotors, damaged or glazed linings, damaged O-rings, and vaporized brake fluid. To avoid brake failure, observe the following operating and maintenance practices:

- Directional control should be maintained with rudder deflection supplemented with brake pressure as required.
- Use only as much power (throttle) as is necessary to achieve forward movement. 1,000 RPM is typically enough to maintain forward movement under normal conditions.
- Avoid unnecessary high-speed taxiing. High speed taxiing will result in excessive demands on the brakes, increased brake wear and the possibility of brake failure.
- Use the minimum necessary brake application to achieve directional control.
- DO NOT “ride the brakes.” Pilots should consciously remove pressure from the brakes while taxiing. Failure to do so results in excessive heat, premature brake wear, and increased possibility of brake failure.
- Refer to the Handling, Service, and Maintenance section of the POH or the Maintenance Manual for recommended maintenance and inspection intervals for brakes.

• **WARNING** •

**Maximum continuous engine speed for taxiing is 1,000 RPM on flat, smooth, hard surfaces.**

## **Section 7 – Flight Procedures**

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### **7.1 General**

This section should be used as the SOPs for the planning and execution of all flights in CFT aircraft. Minimizing flight risk requires sound judgment and sensible operating practices. Safety of flight ultimately depends upon the decisions made by the pilot. Safe flights should be conducted in accordance with regulations, ATC clearances, personal capabilities, and the aircraft operating limitations described in the FAA Approved AFM/POH.



The following is a list of priorities that apply to any situation encountered in flight. Pilots must adhere to these priorities during every flight.

### 1. **Aviate**

The number one priority of the pilot is to maintain aircraft control. Pilots should maintain a high level of vigilance during periods of high and low workload to ensure aircraft control is always maintained.

### 2. **Navigate**

Once aircraft control is assured, pilots should set and verify the avionics are correctly configured for navigation. This task includes programming GPS units and/or analog flight instruments. Use of an autopilot may assist the pilot with accomplishing these tasks. Pilots should closely monitor flight parameters while programming various avionics equipment.

### 3. **Communicate**

Communication is an important task in the aircraft but follows aircraft control and navigation as a priority. Communicate intentions and relay instructions clearly to ATC and the Common Traffic Advisory Frequency (CTAF) while maintaining aircraft control.

#### **NOTE:**

**Using SOPs will aid the pilot in timely completion of required tasks and help the pilot maintain high levels of situational awareness.**

## **7.2 Before Take Off**

Complete the Before Takeoff checklist as a Do-List. Conduct the checklist prior to taking the active runway or in an appropriate run up area prior to departure. The Before Takeoff checklist will ensure the aircraft is properly configured for takeoff. Run-up items are included in this checklist.

Verify engine oil temperature(s) are within the green range prior to applying run-up power settings. Verify all engine and electrical indications are normal prior to departure. During cold weather operations the engine should be properly warmed before takeoff. In most cases this is accomplished when the oil temperature has reached the green range. In warm or hot weather, precautions should be taken to avoid overheating during prolonged ground engine operation. Additionally, long periods of idling may cause fouled spark plugs.

## **7.3 Take Off**

Reference the Takeoff checklist prior to departure. Complete a takeoff briefing to review the critical items prior to takeoff. A takeoff briefing allows the pilot to review the takeoff procedure and determine the actions necessary in the event of abnormal/emergency conditions during the takeoff roll and initial climb. At a minimum, a takeoff briefing should include the following items:





- Type of procedure used (normal, short, or soft)
- Takeoff distance required and runway distance available
- Rotation speed and initial climb speed
- Abnormality and engine failure before rotation
- Emergency landing options around airport

## 7.4 Takeoff Briefing

The following is the appropriate Takeoff Briefing to be completed prior to takeoff:

This will be a \_\_\_\_\_ (normal, short, soft) takeoff from RWY \_\_\_\_\_ with a takeoff distance of \_\_\_\_\_ feet and \_\_\_\_\_ feet of runway available. Rotation speed is \_\_\_\_\_ KIAS. Initial heading after takeoff is \_\_\_\_\_ degrees to an altitude of \_\_\_\_\_ feet. Abort the takeoff for any engine failures/abnormalities prior to rotation. If the engine fails after rotation I will \_\_\_\_\_.

## 7.5 Sterile Cockpit

During sterile cockpit operations, all distractions such as non-flight related materials and unnecessary communication with passengers should be minimized. A sterile cockpit should be observed during:

- Departure
- Arrival
- Abnormal and/or emergency operations

## 7.6 Enroute Climb

Complete the Climb Checklist as a flow when time and workload permit. Once clear of obstacles and terrain, normal climbs are performed, flaps UP and full power at speeds 5 to 10 knots higher than best rate-of-climb speeds. These higher speeds give the best combination of performance, visibility, and engine cooling. When desired and clear of obstacles, you will transition to cruise climb speed for increased engine cooling, visibility, and passenger comfort. For maximum rate-of-climb, you will use the best rate-of-climb speeds shown in the rate-of-climb chart in the AFM/POH. If an obstruction dictates the use of a steep climb angle, the best angle of climb speed should be used. Climbs at speeds lower than the best rate-of-climb speed should be of short duration to avoid engine cooling problems.

### • CAUTION •

**Use caution when engaging the autopilot at low altitude due to the increased workload of programming the autopilot and potential for human errors. Hand fly the aircraft to a safe altitude and engage the autopilot if desired when time and workload permit.**



**Consider setting the autopilot bugs prior to departure to reduce the amount of workload associated with setting up and engaging the autopilot.**

## **7.7 Turns After IFR Takeoff**

The recommended turn altitude after takeoff is 400' AGL, unless obstacle departure procedures or ATC instructions dictate otherwise. When cleared to "Fly Runway Heading", pilots should maintain the heading that corresponds with the extended centerline of the departure runway until otherwise directed by ATC.

## **7.8 Cruise**

Complete the Cruise checklist as a flow when time and workload permit. Allow the aircraft to accelerate to cruise speeds before setting the desired cruise power setting. Ensure adequate fuel reserves remain for the intended destination. Normal cruise power settings should be utilized, and mixture set for best power (normal operations) or leaned appropriately (cross country operations).

## **7.9 Descent**

Descents should be planned during cruise considering:

- The amount of altitude required to descend;
- Distance and time to destination;
- ATC restrictions, and
- Obstacle/terrain clearance, desired rate of descent, and engine care.

To manage workload, complete the Descent Checklist at the top of your descent or at least 10 minutes from the destination. This should be accomplished as a flow when time and workload permit upon initial descent to land. Reference the checklist to verify all items are complete once the flow has been completed.

Set appropriate frequencies and review weather to determine the active runway. Verify GPS units are programmed as desired for the arrival and approach into the airport. Power should be used during descent to manage airspeed and maintain engine temperatures as desired. Maintain airspeed within the green range if turbulence is expected or encountered during the descent. Use caution and avoid excessive maneuvering when airspeed is within the yellow range during the descent.

## **7.10 Before Landing Traffic Pattern**

Complete the Before Landing checklist as a flow prior to entering the traffic pattern when time and workload permit. Slow the aircraft early enough to allow for an easy transition into the traffic pattern and enough time to ensure the aircraft is configured for landing.



## 7.11 Approach

To reduce workload during the descent and instrument approach procedure, follow these recommendations:

- Obtain destination weather information as soon as possible to determine active runways and applicable approaches
- Set up applicable COM and NAV frequencies prior to descent
- Reduce unnecessary communications and distractions during the approach
- Use the autopilot (if equipped) while briefing the approach
- Use the Descent and Before Landing flows outlined in this manual to complete checklist and avionics set up procedures (always reference the checklist after the flow is complete)
- Brief the approach using the guidelines listed in this section

## 7.12 Stabilized Approach Criteria

A stabilized approach is critical to a safe and successful landing. A stabilized approach is characterized by a constant angle, constant rate of descent approach profile ending near the touchdown point. Stabilized approach criteria apply to all approaches including practice power off approaches.

### VFR

Complete all briefings and appropriate checklists by 500' AGL in visual conditions. A VFR approach is considered stabilized when all the following criteria are achieved by 500' AGL:

- Proper airspeed;
- Correct flight path;
- Correct aircraft configuration for phase of flight;
- Appropriate power setting for aircraft configuration;
- Normal angle and rate of descent; and
- Only minor corrections are required to correct deviations.

### • WARNING •

**A go around must be executed if the above conditions are not met and the aircraft is not stabilized by 500' AGL.**



## IFR

Complete all briefings and appropriate checklists by 1,000' AGL for instrument conditions. An IFR Approach is considered stabilized when all the following criteria are met from 1,000' AGL and continues to touchdown:

- Proper airspeed;
- Correct flight path;
- Correct aircraft configuration for phase of flight;
- Appropriate power setting for aircraft configuration;
- Normal angle and rate of descent;
- Only minor corrections with pitch and power are required to correct airspeed and glide path deviations;
- Normal bracketing (+/- 5°) is used to correct for lateral navigation deviations; and
- DO NOT change flap configuration after crossing the final approach fix (FAF) until the runway is in sight and landing is assured.

### **NOTE:**

**A missed approach must be executed if the above conditions are not maintained during an instrument approach.**

## **7.13 Go Around and Missed Approach**

A go-around should be executed anytime an approach does not meet the stabilized approach criteria outlined in this manual for instrument or visual conditions. A go-around should be completed from memory since it is a time critical maneuver. In addition to the stabilized approach criteria, execute a go around or missed approach for these conditions:

- Excessive ballooning during round out or flare.
- Excessive bouncing or pilot-induced oscillations.
- Landing beyond distance required to come to complete stop.
- Any condition when a safe landing is in question.
- If in IFR conditions and runway not in sight as outlined by FAR 91.175 at minimums execute missed approach.

The priority of executing a go around is to stop the aircraft's descent. Smoothly and promptly apply full power while simultaneously leveling the wings and pitching the aircraft to stop the descent. Flaps shall be removed only after a positive rate-of-climb has been established.



## 7.14 Normal Landing

Normal landings should be made with full flaps. Final approach speeds should be adjusted to account for wind gusts exceeding 10 knots by adding half of the gust factor to the final approach speed. Reduce power smoothly and begin slowing from the final approach speed at a time that allows an easy transition from final descent to round-out and flare with minimum floating or ballooning. Touch downs should first be made on the main landing gear, slightly above stall speed, followed by a gentle lowering of the nose wheel.

## 7.15 After Landing

Complete the After Landing checklist as a Flow Pattern after clearing the active runway. Ensure the pitot heat is turned off. The mixture can be leaned if desired. Set the mixture by leaning for max RPM rise.

### **NOTE:**

**Pilots shall ensure that the flaps are retracted after landing. This will prevent ground damage from rocks or debris.**

## 7.16 Engine Shut Down

Complete the shutdown checklist as a Do-List to ensure all checklist items are addressed. The aircraft should be parked on a ramp or in a hangar. If the aircraft is parked outside, it should be chocked and tied down if possible.

### **• WARNING •**

**Notify CFT personnel immediately, and do not move the propeller if a hot magneto is found during the shutdown process.**

## 7.17 Post Flight

Following each event, a post flight inspection of the aircraft will be conducted by the IP and student. This post flight inspection will focus on leading edge surfaces and general skin condition, all panels and doors, antennae and other protrusions (pitot tube, Angle of Attack (AOA) or stall indicator, OAT bulb, static wicks etc.), tires (inflation and bald spots), struts, propeller(s) and general condition of the aircraft.

### **NOTE:**

**All pilots/occupants are expected to take with them any trash, with the exception of empty quarts of oil. The last PIC who flew the aircraft will be held responsible for any deviations from this section.**



## **Section 8 – Fire Precautions and Procedures**

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### **8.1 General**

Smoking is not permitted on any CFT campus or ramp, in any aircraft, or within 50 feet of any fueling facility.

During extremely cold or hot engine starts, you will follow the airplanes AFM/POH for cold or hot engine start procedures.

Fire extinguishers are located in each CFT aircraft. Please familiarize yourself with the locations of these fire extinguishers. Follow the procedures for fires in the aircraft as specified in the Emergency section in the AFM/POH published by the aircraft manufacturer.

## **Section 9 – Re-Dispatch Procedures**

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### **9.1 General**

If a significant change in weather happens or the home airport closes due to an emergency, alternate airports may be used (see appropriate CFT Local Area Appendix). Weather minimums from departing airport must be met according to “Weather Minimums” section of this document. If the crew must stay the night at the alternate airport contact CFT Dispatch or Operations Manager for further instructions.

## **Section 10 – Aircraft Discrepancies and Maintenance**

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### **10.1 General**

The Pilot in Command or a certified mechanic has the authority to ground an aircraft anytime it is determined not to be in airworthy condition.

### **10.2 Aircraft Discrepancy and Deferral Procedures**

Use the contact information listed in the appropriate CFT Local Area Appendix of this manual to determine if the aircraft is airworthy. If the aircraft is not airworthy, fill out the Maintenance Action Form located in the CFT dispatch office. Any open discrepancy on an aircraft is a grounding item until a properly qualified person determines the aircraft airworthiness. Once the discrepancy has been addressed by a certified mechanic the aircraft will be able to return to service.



### 10.3 Aircraft Maintenance

If an aircraft is damaged or encounters mechanical difficulty that is hazardous to flight or ground operations away from home base, the pilot should land as soon as practical and not attempt to take off. The pilot shall secure the aircraft and contact CFT main office and the Maintenance Coordinator.

Pilots operating aircraft shall:

- Prior to receiving CFT approval, not conduct or authorize any maintenance or servicing of aircraft, except for adding fuel or lubricants.
- Accept full responsibility, regardless of cause, for any damage claimed against aircraft in subsequent pre-flight inspection that was not recorded or reported to CFT prior to their operation of aircraft.

### 10.4 Procedures for Bird Strikes

In the event that a bird strike occurs, please refer to the following steps:

If the strike occurs during taxi, or prior to take off at a controlled airport:

- Contact ground control and obtain clearance to taxi back to parking.
- Call your Site's Maintenance Coordinator(s) and advise of the situation.

#### **IF OFF SITE:**

- *If **no damage*** and the aircraft is deemed airworthy by the Maintenance Manager (via FaceTime), then the flight can continue as scheduled.
- *If **damage is noted*** and the plane is not airworthy, the plane shall remain down and arrangements will be made to secure/transport the aircraft, as well as transportation for the instructor and/or student.

### 10.5 Procedures for Propeller Strikes

In the event that a propeller strike occurs, please refer to the following steps:

If the strike occurs during taxi, or prior to take off at a controlled airport:

- Alert ground control that the engine(s) will be shut down, and that a tow from line service/maintenance is requested.
- Call your Site's Maintenance Coordinator(s) and advise of the situation.

#### **IF OFF SITE:**

- *If **no damage*** and the aircraft is deemed airworthy by the Maintenance Manager (via Teams), then the flight can continue as scheduled.



- *If damage is noted* and the plane is not airworthy, the plane shall remain down and arrangements will be made to secure/transport the aircraft, as well as transportation for the instructor and/or student.

## Section 11 – Securing the Aircraft

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### 11.1 General Securing Procedures

After shutdown, ensure that the aircraft is properly parked and secured.

• **WARNING** •  
**VERIFY MAGNETOS ARE IN THE OFF POSITION.**

#### Pushback

- The tow bar shall be used at all times when moving the aircraft into or from a parking spot.
- DO NOT attempt to move the aircraft by pressing down, pushing, or pulling on any part of the tail section.
- DO NOT push or pull on the engine cowling.
- DO NOT use full brake on one wheel in order to pivot the aircraft more than 90 degrees for parking.

#### Securing

- Tie-downs should be tightened in such a manner as to firmly secure the aircraft but not to over stress it. Tie-downs must be attached after each flight, or at any time the aircraft is left unattended.
- When exiting the aircraft, ensure that all switches are off, the parking brake is off, and all personal items are removed from the aircraft.
- The aircraft doors shall be locked after every flight.
- Attach gust lock if equipped.

## Section 12 – Fuel Requirements

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### 12.1 General

DO NOT operate an aircraft in IFR conditions unless there is enough fuel (considering weather reports, forecasts, and weather conditions) to:

- Complete the flight to the first airport of intended landing;
- Fly from that airport to the alternate airport; and
- Fly after that for **one** hour at normal cruising speed.





DO NOT begin a flight in an aircraft under VFR conditions unless (considering wind and forecast weather conditions) there is enough fuel to fly:

- To the first point of intended landing assuming normal cruise speed, and
- At least an additional **45 minutes** beyond that point in either day or night conditions.

For operations in the practice areas or a local flight, return the aircraft to base with a minimum of 45 minutes fuel remaining.

## **Section 13 – Collision Avoidance**

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### **13.1 General**

It is the responsibility of the Pilot in Command to ‘see and avoid’ other traffic while operating under VFR or during Visual Meteorological Conditions (VMC) on an instrument flight plan.

### **13.2 Use of Aircraft Lighting**

Pilots must adhere to CFR 14 Part 91.209 in regard to regulations governing the use of aircraft lighting.

- Prior to engine starting and anytime the engine is running, turn on the anti-collision lights (beacon/fin strobe).
- Prior to taking the runway for departures, turn all aircraft lights on.
- While flying below 10,000’ MSL, leave all lights on unless operation of navigation lights during the day will dim the landing gear position lights.
- Navigation lights must be on for all operations between sunset and sunrise.

#### **NOTE:**

**While operating on the ground at night use of strobe, landing, taxi, and recognition lights must not cause a safety hazard by adversely affecting the vision of other pilots and ground personnel.**

### **13.3 Right of Way Rules**

Always adhere to right-of-way rules as stated in 14 CFR Part 91.113.

### **13.4 Ground Operations**

Taxiing on centerline does not assure collision avoidance. The pilot must be aware of surrounding objects to avoid striking part of the aircraft. During Crew Resource Management exercises, the pilot not flying/taxiing may conduct checklist items when not task saturated (i.e. copying ATC instructions, crossing runways/taxiways, etc.).



#### **NOTE:**

**If obstacle clearance is in question during taxi operations, alert ground control (if applicable) and shut down engine(s). Contact line service, and have aircraft relocated.**

### **13.5 Visual Scanning Procedures**

When flying during the day, systematically scan the sky for other aircraft. While at night, DO NOT focus directly on an object, instead, view it off center.

### **13.6 Windscreen Care**

Pilots must ensure that windscreens are clean during the preflight check. Dirty windscreens create a hazard and can greatly increase the chances of a mid-air collision.

- Use cleaning materials located in the back of the aircraft to clean windscreens.
- Scraping the windscreens with credit cards, ice-scrapers, or other abrasive materials are prohibited and will scratch the windscreen, therefore decreasing the effectiveness of vision outside the aircraft.

## **Section 14 – Minimum Altitude Operations and Simulated Emergency Landings**

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### **14.1 General Operating Altitudes**

Except when necessary for takeoff or landing, per CFR 14 Part 91.119, DO NOT operate an aircraft below the following altitudes:

- Anywhere: An altitude allowing, if a power unit fails, an emergency landing without undue hazard to persons or property on the surface.
- Over congested areas: Over any congested area of a city, town, or settlement, or over any open-air assembly of persons, an altitude of 1,000' above the highest obstacle within a horizontal radius of 2,000' of the aircraft.
- Over other than congested areas: An altitude of 500' AGL.
- All stalls and slow flight must be initiated no lower than 3,000' AGL and completed no lower than 1,500' AGL.

The following altitude restrictions shall be observed:

- Though the FARs define minimum operating altitudes, use proper judgement when operating below 1,500' AGL.
- No student pilot may conduct a flight over 10,000' MSL without prior permission from the Assistant Chief Flight Instructor or the Site Director.
- All flights above 12,500' MSL shall follow FAR oxygen requirements.



• **WARNING** •

**Any student or instructor that is reported to be operating at an unsafe or illegal altitude will be placed under investigation that may result in termination from CFT.**

## **Section 15 – Simulated Emergency Landings**

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### **15.1 General Simulated Emergency Landing Procedures**

Simulated emergency approaches and landings must terminate no lower than 500' AGL, unless making a landing at an authorized airport. Simulated emergency approaches and landings are not authorized on solo flights. Operations on unimproved, grass or gravel runways are prohibited.

**NOTE:**

**It is required that IPs brief students prior to flight on any plan to simulate an emergency procedure. This is applicable to all training flights and stage checks.**

## **Section 16 – Flight Planning**

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### **16.1 General**

Student pilots are required to file a VFR flight plan for all cross-country flights. Always include an alternate airport when operating VFR or IFR. A cross-country flight is any flight that is 50 nautical miles or more from the point of origin.

Complete the following flight planning responsibilities:

- Determine the best route and altitude considering; winds aloft, freezing levels, cloud bases and tops, turbulence, terrain, airspace and Temporary Flight Restrictions (TFRs);
- Determine an alternate airport;
- Calculate fuel requirements;
- Verify aircraft is within weight and balance limitations;
- Verify runway lengths for intended airports;
- Calculate takeoff and landing distances; and
- File flight plan.

### **16.2 Weather Assessment**

Pilots should determine if the weather conditions exceed their qualifications and capabilities. A decision should be made to postpone the flight if the weather is not acceptable. Flight planning should continue if the weather is acceptable.



### 16.3 Minimum Runway Length

CFT pilots are encouraged to operate with a minimum runway length of 2,500' or one and a half times the expected takeoff and /or landing distance, whichever is higher. CFT pilots should receive short field takeoff and landing instruction prior to operating at fields shorter than 2,500'.

### 16.4 Noise Abatement

When operating at noise sensitive airports, pilots are encouraged to follow local noise abatement procedures outlined in appropriate CFT Local Area Procedures Appendix. Safety permitting, consider a power reduction during the climb.

### 16.5 IFR Alternate Airport Weather Requirements

In accordance with 14 CFR Part 91.169, an alternate must be filed if, from 1 hour before, to 1 hour after the estimated time of arrival at the destination airport:

- The weather is forecast to be 2,000' ceilings or lower with a visibility less than 3 SM.

Select alternates based on weather and type of approach:

- **Precision approach procedure** If the alternate airport has a precision approach, the weather must be at least a ceiling of 600' and visibility 2 SM.
- **Non-precision approach procedure** If the alternate airport has a non-precision approach, the weather must be at least a ceiling of 800' and visibility 2 SM.
- If no instrument approach procedure has been published, the ceiling and visibility minima are those allowing descent from the Minimum Enroute Altitude (MEA), approach and landing under basic VFR.

## **Section 17– Emergency and Incident/Accident Procedures**

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### 17.1 General

In the event of an emergency or incident/accident, immediately notify the Site Director or Operations Manager. Additionally, ensure to cooperate with any agencies that are in response. Pilots should not discuss the circumstances with anyone not involved with the investigation.

### 17.2 Emergency Landing

If a CFT aircraft makes an emergency landing at an off-airport location, the pilot should not attempt to take off, and immediately contact the proper authorities (911/CFT Site Director/Operations Manager), as necessary.



### **17.3 Aircraft Incident and Accident Notification**

An Aircraft Incident and Accident Report should be completed by the pilot any time a CFT aircraft sustains any damage or is involved in an incident or accident. Contact the Site Director and/or Operations Manager before submitting any report. The information may be useful in a future investigation.

### **17.4 NTSB Field Offices**

Southeast – Atlanta.....	(404) 562-1666
Southeast – Miami.....	(305) 597-4610
North Central.....	(630) 377-8177
Northeast – Parsippany.....	(973) 334-6420
Northeast – Ashburn.....	(571) 223-3930
Central Mountain.....	(303) 373-3500
South Central.....	(817) 652-7800
Northwest.....	(206) 870-2200
Southwest.....	(310) 380-5660



## Appendix A – San Diego (KMYF) Local Area Procedures

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### A.1 Ramp Procedures

All CFT KMYF aircraft will park on the Coast Air Center (CAC) ramp in spaces/areas designated for that type of aircraft. If there are no spaces on the CAC ramp, park on the Transient Ramp and inform Dispatch.

- When entering a ramp, park only on approved parking spots designated with the “T” striping or nose wheel block.
- ALWAYS keep the parking brake in the OFF position when on the Transient Ramp in case of aircraft repositioning.
- Use chains and chocks to secure the aircraft.
- Position the aircraft for parking so that you may use all 3 tie-down positions.
- If parked in a spot without tie-downs, ensure parking brake is ENGAGED, and chocks are secured.
- Gust lock is in place.
- Aircraft shall be started in position.

#### • CAUTION •

If the aircraft is parked adjacent to any fence or hangar, the plane shall be pulled out and turned 90° so that no damage will be done to anything behind it on startup of the aircraft.

### A.2 Taxi Flow





### **A.3 Airport Hot Spots**

Read back all runway hold short instructions with calls to ground control and tower. Hot Spots are listed below and relate to pilots mistakenly entering the parallel runway from an intersecting taxiway.

#### HS1

- Runway 28R and Runway 28L at Taxiway M.

#### HS2

- Runway 28R and Runway 28L at Taxiway F.

#### HS3

- Runway 28L at Taxiway B.

### **A.4 Approved Run Up Areas**

Conduct runup checklist only in approved runup areas. It is essential that pilots are efficient and courteous in runup areas. Due to the high volume of aircraft operating out of KMYF, it is vital that CFT students and instructors respect the limited space in the runup area. Once an aircraft departs the runup area, reposition so that there is enough space for additional aircraft to complete their runup checks.

### **A.5 Local Noise Abatement Procedures**

#### KMYF

Extremely noise-sensitive areas South and West of KMYF. Noise monitoring in effect. No simulated engine failures over residential areas surrounding KMYF.

#### Bob Maxwell Memorial Airfield (Oceanside, CA) (KOKB)

#### **Runway 24 Arrivals and Departures**

- Right Traffic Pattern to be flown.
- Designated calm-wind runway.
- Arrivals from the East
  - Cross over KOKB at 2,000 ft. heading Southwest. Begin descent after crossing shoreline. Turn North, continuing descent to Traffic Pattern Altitude (TPA). Turn inbound (East) when at TPA. Cross over the Santa Margarita River and go direct to water tower. Start 45-degree pattern entry directly over water tower.
- Arrivals from North and South
  - Be at TPA, slightly offshore. Cross over the Santa Margarita River and go direct to the water tower. Start 45-degree pattern entry directly over water tower.



- Noise-sensitive areas along the North and South of San Luis Rey River beginning at the church to West along Interstate 5. Do not overfly this area and avoid flight over nearby residential areas.

### **Runway 6 Arrivals and Departures**

- Left hand traffic.
- Bank left as soon as practical/safe to avoid overflying surrounding school and hill.
- Follow San Luis Rey River to exit pattern.

### McClellan-Palomar Airport (Carlsbad, CA) (KCRQ)

- Quiet hours from 0000-0600 Local Time.
- Fly final approach at or above Precision Approach Path Indicator (P.A.P.I.) if possible.

### **A.6 VFR Departure Procedures**

Be alert to Miramar's Class Bravo airspace to the North. Avoid flight through KMYF's approach corridor when departing to the East.

When departing to the West fly close to the shore while Northbound. In-bound traffic is to fly offshore and to the South of Mt. Soledad.

### Miramar (Foss) Transition Procedures

In order to fly VFR to the North, request a Miramar (Foss) Transition from KMYF Ground Control on initial call. The typical instructions are as follows:

- Climbing left 270° turn to the North.
- Cross Highway 52 at 2,900'.
- A clearance though Foss Field's Class Bravo airspace is required prior to entry.

#### **NOTE:**

**If Miramar Tower is closed, you can request flight following to the North with SOCAL Departure.**

### **A.7 VFR Arrival Procedures**

Aircraft arriving at KMYF will fly South of Mt. Soledad when entering from West. This will provide airspace deconfliction from aircraft departing Westbound (that depart North of Mt. Soledad).

When entering from the East, remain alert of IFR arrivals on approach into KMYF.

Pilots may also request a Foss Transition when arriving from the North.





## **A.8 VFR Practice IFR Approach Requests**

When requesting VFR practice approaches, KMYF ground will give you only a transponder code. The remainder of the clearance, as well as the flight plan activation will be completed once transferred over to SOCAL approach.

## **A.9 Tower Enroute Control (TEC) Routes**

TEC Routes are provided for pilots operating within SOCAL controlled airspace. While these routes are available, it is requested that pilots file IFR flight plans for any flights departing San Diego County.

For IFR flights within San Diego County, simply request IFR to the desired airport to Ground Control. No flight plan is needed for these operations.

## **A.10 IFR Departure Minimums**

No pilot may depart in IFR conditions with a ceiling or visibility less than circling minimums at KMYF.

### **NOTE:**

**Site Director or Assistant Chief Flight Instructor may approve lesser minimums on a case by case basis.**

## **A.11 Hazards to Flight Training**

- High volumes of flight training in vicinity of all of San Diego practice areas.
- Parachute operations in the vicinity of KOKB airport and East of Upper Otay Reservoir, use caution when operating in these areas.

## **A.12 Diversion Procedures**

If a significant change in weather happens or KMYF closes due to an emergency, four alternate airports may be used: Brown Field Municipal Airport (KSDM), Ramona Airport (KRNM), McClellan-Palomar Airport (KCRQ), and Gillespie Field Airport (KSEE).

### **NOTE:**

**Pilots are not limited to the airports listed in the case of emergency, low fuel, or adverse weather.**

## **A.13 Prohibited Airports for ALL CFT Training Operations**

- Catalina Airport (KAVX)
  - Cirrus operations are permitted with the understanding that the customer is responsible for any maintenance fees incurred while at the airport.
- Big Bear City Airport (L35); (Dual flight only)



- If a dual flight is initiated to Big Bear City Airport, please familiarize yourself and the crew with high density altitude operations. Ensure aircraft has required performance.
- McCarran International Airport (KLAS)

## **A.14 Prohibited Airports for ALL Operations**

- Airports without maintenance facilities.

## **A.15 Operating Areas**

- The “WEST Practice Area” is located between KCRQ and Miramar MCAS (Joe Foss Field) Airport (KNKX). No aircraft may enter the Bravo Airspace for training without prior coordination with ATC. Always maintain proper collision avoidance. Always maintain proper communication and visual clearance to other aircraft.

### **NOTE:**

#### **Ground reference maneuvers in the WEST practice area are prohibited.**

- The “SOUTHEAST Practice Area” is South of RYAHH intersection, North of Otay Lakes, East of San Miguel Mountain and to the foothills of Lyons Peak. Heavy traffic will be passing North and South transitioning to KSDM. Proper communication and visual clearance to other aircraft shall always be maintained. This practice area should be used primarily for ground reference maneuvers and engine out procedures.
- The “EAST Practice Area” is the red highlighted box North of the East practice area. This is a high-traffic area for training aircraft. Most aircraft will not be on frequency, so extreme caution must be used. Proper communication and visual clearance to other aircraft shall always be maintained.
- The “NORTHEAST Practice Area” is just North of Ramona. Flat terrain in a mountainous area will help identify this location. Monitoring Ramona tower will help add safety for approaching aircraft to the airport. Pilots should also monitor 122.75 for the practicing traffic in the area. Proper communication and visual clearance to other aircraft shall always be maintained.



Practice areas are denoted by the RED boxes.

#### Reporting Procedures:

Always report entering and leaving a Practice Area or significant change in position on flight training frequency 122.75.

- Example: “San Diego West Traffic, N12345 over Torrey Pines at 1,500’, Northbound to maneuver over Del Mar Racetrack climbing to 2,500’.”

### A.16 Contact Information

Dispatch.....	(858) 279-4359
Site Director.....	(760) 520-5707
Site Director (After Hours).....	(760) 744-0344
Operations Manager.....	(858) 224-4731
Assistant Chief Flight Instructor .....	(209) 681-2085
Maintenance Coordinator .....	(858) 224-4738
Coast Line Service (Fuel).....	(858) 800-3878
KMYF Tower.....	(858) 277-5602
KMYF Airport Manager.....	(858) 573-1430
San Diego FSDO.....	(858) 502-9882
SOCAL Approach (Clearance Delivery).....	(800) 448-3724



## Appendix B – San Marcos (KHYI) Local Area Procedures

### B.1 Ramp Procedures

All CFT KHYI aircraft will park on the CFT ramp in spaces designated for aircraft. Utilize spaces marked with a white T and a parking space number. Avoid spaces marked with a black “T”.

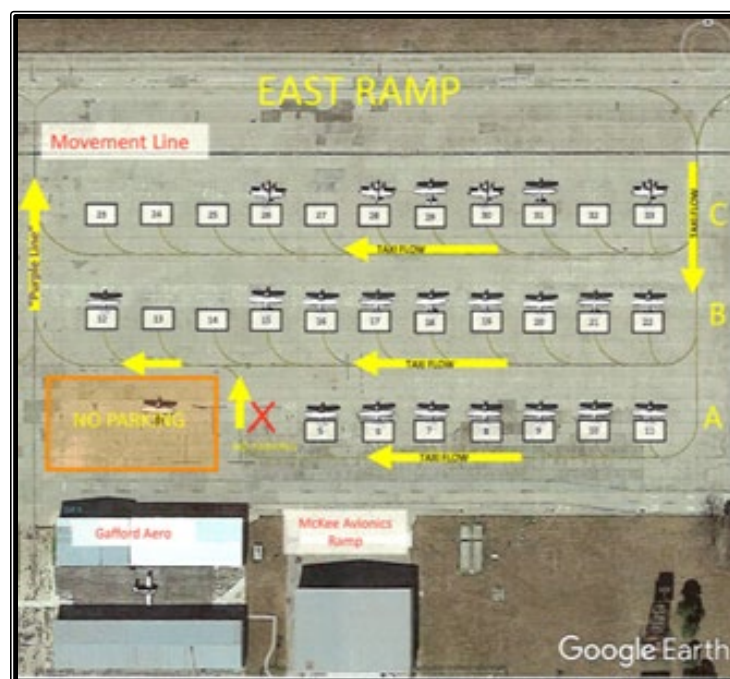
- When entering a ramp, you will use only approved parking spots designated with the “T” striping and the appropriate parking spot number.
- ALWAYS keep the parking brake in the OFF position when on any transient line in case of aircraft repositioning.
- Use straps and chocks to secure the aircraft.
- Position the aircraft for parking so that you may use all 3 tie-down positions.

#### • CAUTION •

**If the aircraft is parked adjacent to any fence or hangar the plane shall be pulled out and turned 90° so that no damage will be done to anything behind it on startup of the aircraft.**

### B.2 Taxi Flow

Aircraft should enter the ramp from the East side and travel West on one of the three centerlines to their intended parking spot. Aircraft exiting the ramp should pull forward from their parking spot and turn left to follow the centerline to the movement line.





### **B.3 Airport Hot Spots**

Read back all runway hold short instructions with calls to ground control and tower. Hot Spots are listed below.

#### Taxiway F and Runway 31 Hot Spot

Aircraft taxiing to runway 31 or 35 should hold short of runway 31 on foxtrot and call tower for departure. Use care when receiving take-off clearance to ensure the correct runway is read back and utilized.

#### Taxiway D, Runway 26 and Runway 31 Hot Spot

Taxiway D is permanently closed. Aircraft landing runway 31 or 13 may receive clearance to exit on runway 26. Positively identify runway 26 to avoid turning toward taxiway D.

### **B.4 VFR Departure Procedures**

Inform ground of your intended departure direction on initial callup. Departures to the East should be aware of Austin airspace to the North and Fentress skydiving operations to the South. Departures to the Southwest should take San Antonio airspace into consideration.

### **B.5 VFR Arrival Procedures**

Aircraft inbound to KHYI shall inform tower of their type landing (full stop, touch-and-go, taxi back) on initial call. KHYI Tower will often have aircraft landing runways 31, 35, 13, or 17 exit the landing runway on runway 26. However, do not exit the landing runway onto another runway unless given explicit clearance.

### **B.6 VFR Practice Approach Requests**

VFR practice approaches can be requested on KHYI ground frequency. A transponder code and departure frequency will be issued. If Austin approach is unable to handle VFR practice approaches, self-vectoring can be utilized. Inform tower of your requested runway by stating "straight in runway #". Do not inform tower that you are on a published approach.

### **B.7 IFR Departure Minimums**

No pilot may depart in IFR conditions with a ceiling or visibility less than minimums prescribed for the approach procedure appropriate to equipped aircraft.

### **B.8 Hazards to Flight Training**

- Large cell tower 9 NM North of San Marcos (just West of final for runway 17).
- Fentress Airpark skydiving 9 NM Southeast of KHYI.
- Carter Memorial skydiving 14 NM Southeast of KHYI.



## **B.9 Diversion Procedures**

If a significant change in weather happens or KHYI closes due to an emergency, four alternate airports may be used: Lockhart Municipal Airport (50R), New Braunfels Regional Airport (KBAZ), Kerrville Municipal Airport/Louis Shreiner Field (KERV) and Easterwood Field Airport (KCLL).

### **NOTE:**

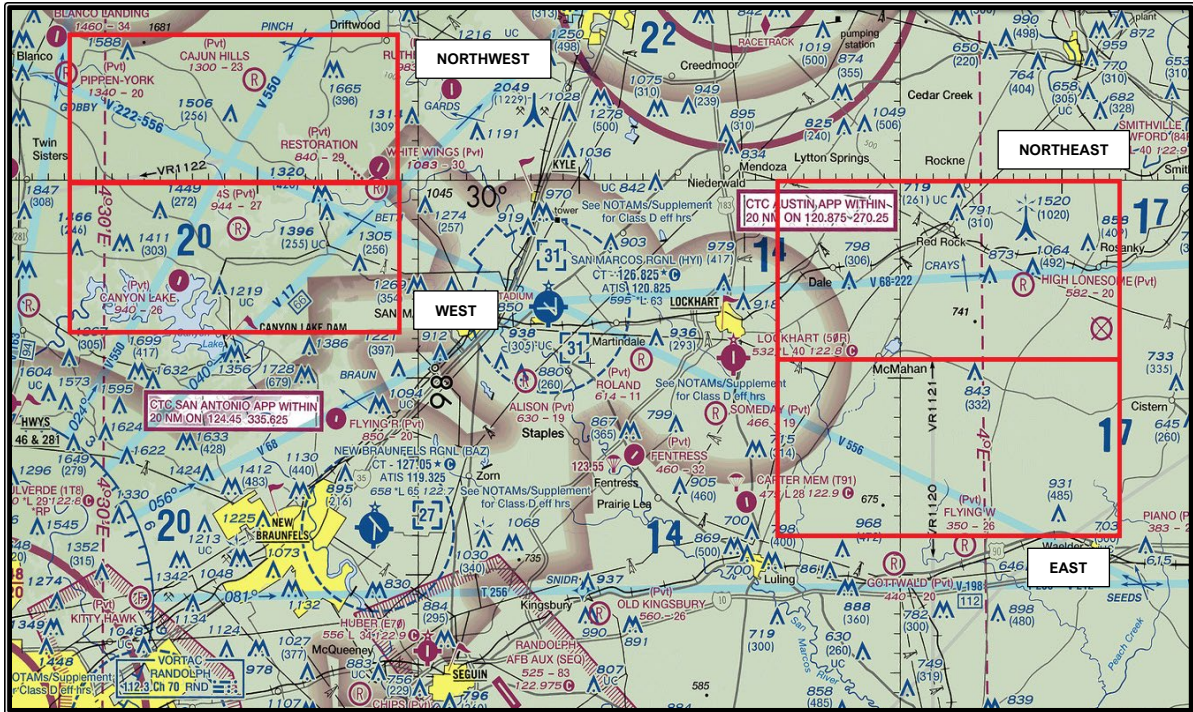
**Pilots are not limited to the airports listed in the case of emergency, low fuel, or adverse weather.**

## **B.10 Prohibited Airports for ALL Operations**

- Airports without maintenance facilities.

## **B.11 Operating Areas**

1. The Northeast and Southeast practice areas are located East of Lockhart and are differentiated by an imaginary line extending East from 50R. The small lake near the town of McMahan can also be used to identify the boundary of the two practice areas. Ground elevation in this area is consistently 400' to 500' MSL. Aircraft in these practice areas should monitor 122.8 and make traffic calls for Lockhart when necessary. 122.7 may also be used when in the vicinity of Carter Memorial.
2. The West and Northwest practice areas are located starting approximately 7 miles West of KHYI and extending Northwest to Blanco. They are separated by an East-West line 6 NM North of Canyon Lake private airport. This line stretches from White Wings private airport to the town of Twin Sisters on highway 281. Elevation in these practice areas vary from 800' to 1,500' MSL. Aircraft in the West practice areas should monitor Austin Approach on 119.0.



Practice areas are denoted by the RED boxes.

## B.12 Contact Information

Dispatch.....	(512) 667-6770
Site Director.....	(760) 224-1492
Operations Manager.....	(xxx) xxx-xxxx
Assistant Chief Flight Instructor .....	(785) 393-6764
Maintenance Coordinator.....	(254) 493-246
KHYI Tower.....	(512) 392-5514
KHYI Airport Manager.....	(512) 216-6039
Flight Service Station.....	(325) 223-6000
San Antonio FSDO.....	(210) 308-3300

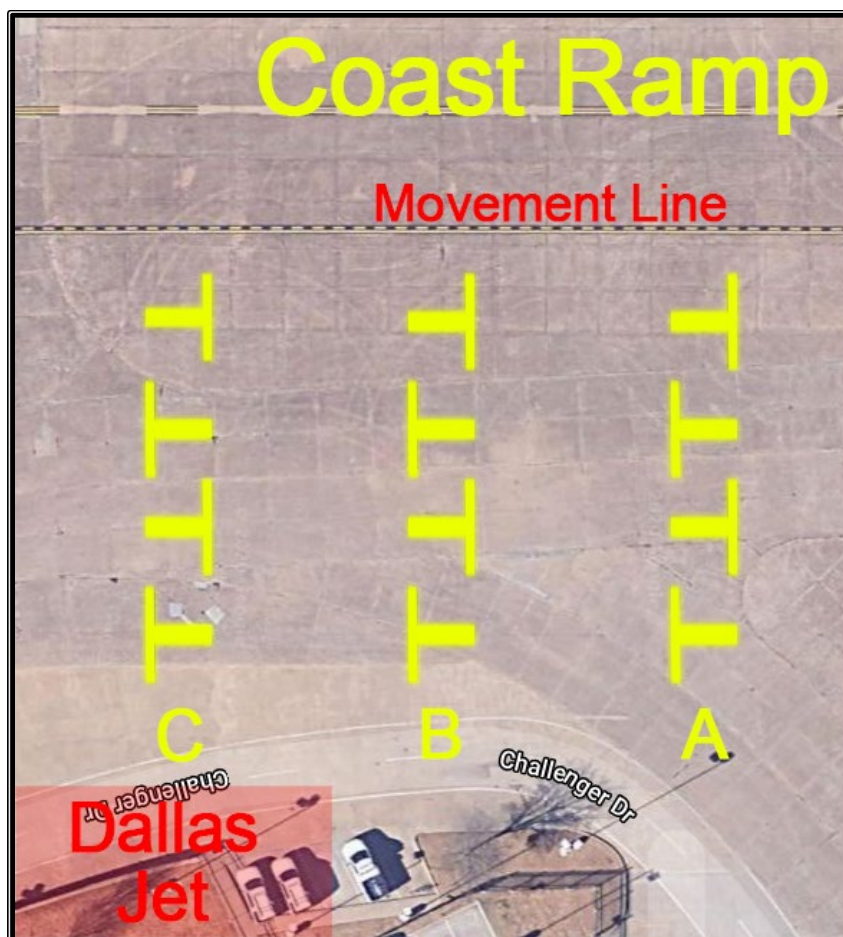


## Appendix C – Dallas (KRBD) Local Area Procedures

### C.1 Ramp Procedures

All CFT KRBD aircraft will park on the Dallas Jet ramp in spaces/areas designated for that type of aircraft.

- Aircraft must be shut down at a 90° angle and pushed with a tow bar so that no damage will be done to aircraft parked nearby.
- When entering a ramp, use only approved parking spots designated with the “T” striping.
- Use ratchet straps and chocks to secure the aircraft.
- Position the aircraft with the wing root on the T-line so that tail ratchet strap is vertical when tight.
- ALWAYS keep the parking brake in the OFF position when on any transient line in case of aircraft repositioning.







## C.2 Approved Run Up Areas

Approved run up areas are denoted by yellow boxes in the photos below.

### Runway 17



### Runway 13





## Runway 35 and 31



### **C.3 VFR Departure Procedures**

- Depart at 2,000' until clear of the 3,000' Bravo shelf to avoid inbound aircraft.
- Avoid departing to the West and Southwest at 2,000' to avoid Cedar Hill towers.
- Exercise caution when flying Eastbound due to Bravo shelf at 2,000'.
- Student pilot departures to the West and Southwest are prohibited due to the Cedar Hill towers.

### **C.4 VFR Arrival Procedures**

- Inbound aircraft should arrive at 2,500' to avoid outbound traffic.

### **C.5 VFR Practice Approach Requests**

VFR practice approaches at KRBD are only available on runway 31 and 35. Instructor will vector student onto approach. Contacting regional approach is not required, however, notify KRBD tower 10 NM out stating inbound on a practice approach.

### **C.6 IFR Departure Minimums**

No pilot may depart in IFR conditions with a ceiling or visibility less than circling minimums at KRBD.

#### **NOTE:**

**Site Director or Assistant Chief Flight Instructor may approve lesser minimums on a case by case basis.**



### **C.7 Hazards to Flight Training**

- Obstructions located Southwest of KRBD.
- Parachute operations in effect near F41 23 NM South of KRBD.
- Glider operations at Mid-Way Regional Airport (KJWY) 14 NM South of KRBD.

### **C.8 Diversion Procedures**

If a significant change in weather happens or KRBD closes due to an emergency, four alternate airports may be used: Mesquite Metro Airport (KHQZ), Grand Prairie Municipal Airport (KGPM), Arlington Municipal Airport (KGKY), and McKinney National Airport (KTKI).

#### **NOTE:**

**Pilots are not limited to the airports listed in the case of emergency, low fuel, or adverse weather.**

### **C.9 Prohibited Airports for ALL CFT Training Operations**

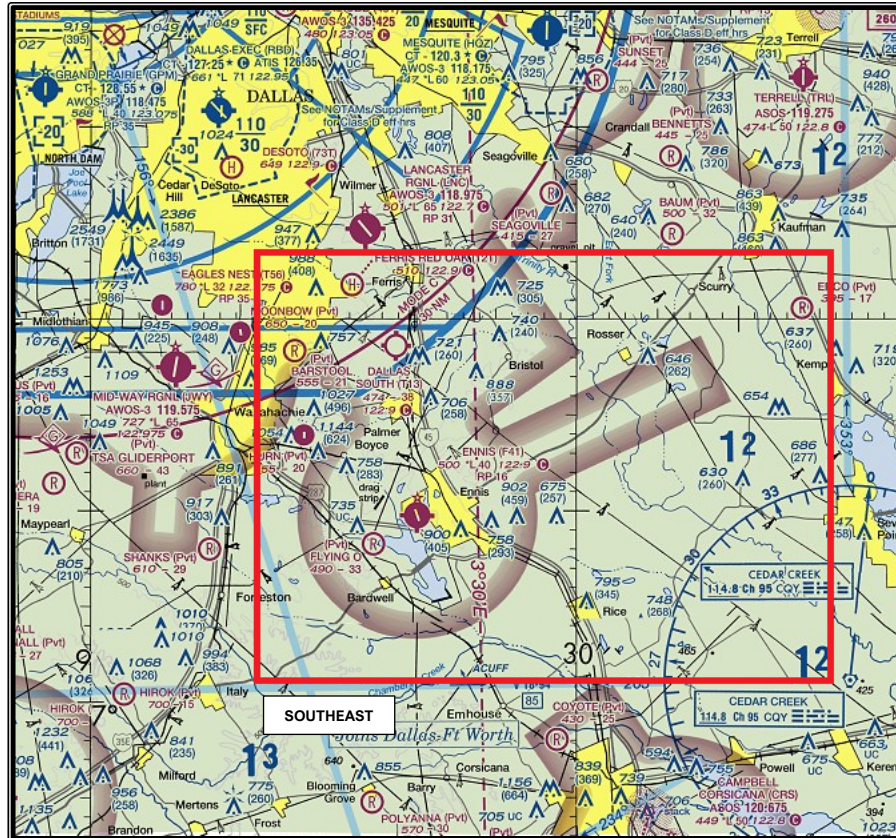
- Hillsboro Municipal Airport (KINJ)

### **C.10 Prohibited Airports for ALL Operations**

- Airports without maintenance facilities.

### **C.11 Operating Areas**

1. The “SOUTHEAST Practice Area” is the primary practice area for all maneuvers. This practice area should also be used for ground reference maneuvers and engine out procedures. Refrain from operating above 5,500’ MSL when maneuvering to avoid inbound aircraft into Dallas-Fort Worth (DFW) and Dallas Love (DAL) airfields.



The Southeast Practice Area is denoted by the RED Box on the section chart.

South Dallas does not have a common practice area frequency so communications shall be made over the nearest airport frequency. Always report position and state location to nearest airport.

- Example: “Ennis Traffic, N131CA is 7 miles NE of the field at 4,500’, practicing step turns, Ennis Traffic.”



## C.12 Contact Information

Dispatch.....	(214) 446-5430
Site Director.....	(858) 354-2193
Operations Manager.....	(858) 354-2389
Assistant Chief Flight Instructor .....	(858) 354-2168
Maintenance Manager .....	(858) 354-2394
Student Control Manager .....	(858) 354-2250
KRBD Tower.....	(214) 330-2201
KRBD Airport Manager.....	(214) 671-1296
Flight Service Station.....	(800) 992-7433
Dallas FSDO.....	(214) 277-8500



## Appendix D – Student Pilot Solo Limitations

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### Prohibited Solo Operations

Failure to abide by these procedures may result in immediate termination of all flight privileges. The student will be held financially responsible for any damage or loss of life that may occur as a result of failure to comply. The following actions are prohibited in solo operations:

- Stalls;
- Power off emergency landings;
- Flying with passengers or other students;
- Formation flights;
- Touch and goes;
- Flight in Class B airspace unless properly endorsed by CFI;
- Night flying; and
- Phone calls or texting in the aircraft.

All student pilots must view the Student Pilot Solo Brief prior to each solo flight.

A student is not authorized to solo until the Student Pilot Solo Permission Form is completed and signed by a Check Airman, Flight Lead, Assistant Chief Pilot, Training Standards Manager or Site Director. If the appropriate management is not on site, Solo Permission Forms may be approved digitally if appropriate documentation is provided to a staff member with approval authority.

IPs must be present when a student pilot is conducting both the Pre-Flight, and Post-Flight inspection.

IPs must be on the ground, at the CFT office while their students are conducting Student Pilot Solo Operations.



## **Appendix E – Potential Pilot Deviations**

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Pilot Deviation Procedure:

If a student and/or instructor are told to contact an ATC facility due to a possible pilot deviation, follow the below procedure:

1. Record contact info for facility requiring a call.
2. Contact your flight instructor, and flight lead.
3. Review and discuss the scenario with flight lead and flight instructor.
4. Together with the flight lead and CFI, contact ATC facility.



## **Appendix F – CMEL Time Building Policy and Brief**

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This policy was created to ensure the safety and integrity of the Coast Flight Training Commercial Multi-Engine Land (CMEL) Time Building Course. All students in the CMEL Time Building Course must complete a Time Build Brief with appropriate management before each time-building event.

### **CMEL Time Build Operations**

- These flights are only to be conducted during daytime hours and in an IFR/Flight-Following environment.
- Each crewmember may log PIC time as long as the pilot-at-controls is wearing a view limiting device.
- Engine shutdown anywhere other than home field is prohibited in the Tecnam.
- A warmup flight is required with an MEI if any pilot has not flown a multi-engine aircraft within 14 days of scheduled reservation.

### **Approved Airports for CMEL Time Build Operations**

Cross country flights are limited to approved airports only. Crews will select routing based on weather, hours needed in course, and length of event.

1. CFT San Diego, CA (KMYF)
  - a. North Route
    - i. Long XC: Santa Barbara, CA (KSBA)
    - ii. Short XC: Camarillo, CA (KCMA)
  - b. North East Route
    - i. Long XC: Bakersfield, CA (KBFL)
    - ii. Short XC: Victorville, CA (KVCV)
2. CFT San Marcos, TX (KHVI)
  - a. North West Route
    - i. Long XC: Lubbock, TX (KLBB)
    - ii. Short XC: San Angelo, TX (KSJT)
  - b. North East Route
    - i. Long XC: Shreveport, LA (KSHV)
    - ii. Short XC: College Station, TX (KCLL)
3. CFT Dallas, TX (KRBD)
  - a. South Route
    - i. Long XC: San Marcos, TX (KHVI)
    - ii. Short XC: Georgetown, TX (KGTU)
  - b. North Route
    - i. Long XC: Oklahoma City, OK (KOKC)
    - ii. Short XC: Ardmore, OK (KADM)





4. If the crew requires less than 2 hours to complete the course, the flight must be conducted within vicinity of airport.
  - a. Local IFR Approach Procedures should be conducted.
  - b. If time remaining does not allow for IFR procedures, flight through local practice area is permissible so long as crew abides by Course Limitations.

## **CMEL Time Build Brief**

This briefing must be completed prior to each CMEL Crew Time-Building Flight.

The Assistant Chief Flight Instructor, Flight Lead, or Site Director must review and discuss flight planning, operational considerations, and student's currency in aircraft before each time-build flight.

## **Course Limitations**

- Touch and Go operations are prohibited.
- All flights must be in accordance with the CFT Flight Operations Manual (FOM).
- Stalls,  $V_{mc}$  demonstrations, and engine out operations are prohibited.
- Maximum 15 knot crosswind component, Maximum 25 knot headwind component.
- Forecasted minimums must be no less than 600' AGL with at least 3 SM visibility.
- Flight with passengers is prohibited.
- Formation flights are prohibited.
- Deviation from planned route is prohibited unless for emergency.
- Checklists must be used for each phase of flight.
- Crews are responsible for all FBO, landing, and ramp fees.



## Appendix G – Back-Seat Policy

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Coast Flight Training has a very strict policy on having individuals “back-seat” on flight training events. The below guidelines are necessary for the approval of back-seat passengers. The flight mission shall be considered prior to inviting a back-seater on a flight.

### NOTE:

**Special attention should be given to passenger loading, fuel loads, weight and balance and weather.**

### Step 1: Individuals Allowed and Not Allowed to Back-Seat

Individuals **Allowed** (All Based Upon Approval):

- Students currently enrolled in a Coast Flight Training Syllabus
- Flight Instructors currently employed at Coast Flight Training for:
  - a) Being dropped off to retrieve an aircraft due to maintenance
  - b) Receiving additional training for a specific course
- Maintenance Crew currently employed at Coast Flight Training and/or Coast Air Center for:
  - a) Being dropped off to work on an aircraft due to maintenance

Individuals **Not** Allowed:

- Family members
- Friends
- Students enrolled at other flight schools
- Any Coast staff member(s) (admin or instructors) not previously approved

### Step 2: Flight Training Events Prohibited

- Stalls
- Performance Maneuvers
- Shutting off Aircraft at other Airports
- Power Off 180's
- Going Below Minimum Descent Altitude
- Traffic Pattern Work
- Simulated Emergency Procedures

### Step 3: Understanding the Approval Process

The below management individuals can approve or deny a back-seat request. These requests require a minimum of 24 hours' notice and can be denied for any reason(s).



- Chief/Assistant Chief Flight Instructor
- Site Director
- Operations Manager

#### **Step 4: Rules on Scheduling and Executing the Flight Event**

- Individuals who ride as a “back-seat” MUST be entered into ETA as an “Observer” for that Flight Event by a Scheduler or Dispatcher.
- The flight will be executed at FULL PRICE (there is no splitting time between the student and back seater or requesting refunds for the flight event).



## Appendix H – GoPro/Camera Policy

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### Introduction

This policy addresses the use or bringing of photographic devices onboard a Coast Flight Training aircraft.

*Note: This Appendix does not apply to Cirrus flight operations.*

### Policy

Staff and students are **prohibited** from bringing any type of photographic device onboard a Coast Flight Training aircraft during any training-related/syllabus-based events.

Unless a specific request is made, and approval given by Site Director or Chief Flight Instructor, no photographic equipment is authorized to be used in any Coast Flight Training aircraft.

- Photographic equipment refers to (but is not limited to) anything such as:
  - Camera, Video-Camera, GoPro, etc.
- Any violation of this policy may result in termination of training.

### Cellphones

It is common practice in today's general aviation environment for pilots and passengers to carry cellphones with them during flights. While most cellphones currently include a built-in camera, they are prohibited from being used in any sort of camera/video/recording mode during a flight.

Cellphones are only authorized to be used for flight-specific requirements (Foreflight, filing of Flight Plans, Weather Briefs, etc.) and use in an emergency situation (examples: aircraft recall, aircraft breakdown, need to contact Base, need of Base to contact an aircrew, etc.).



## **Appendix I – Instructor and Student Fraternization Policy**

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### **Introduction**

All Coast instructors and staff must exercise extreme discretion, professional responsibility and common sense when interacting with flight training students. Students conducting training at Coast expect an environment that is the epitome of professionalism where the judgement of those responsible for their training is impartial, just, and free from any perception of impropriety.

### Dating and Intimate Relationships

For this reason, Coast prohibits dating and intimate relationships between students and any member of the staff or instructor cadre. Even consensual relationships, present significant barriers (real or perceived) to the impartiality that every member of the staff is expected to uphold.

Should a member of the staff or instructor corps become employed and have a previously established dating or intimate relationship with a student, the new employee must notify the Human Resources (HR) Manager and their supervisors so that proper measures may be put in place to mitigate these issues.

### Social Interactions

Social interactions between staff/instructors and students must also be regulated to minimize any perceptions of favoritism or discrimination and to provide an unbiased training experience for students to succeed on their own merit.

The following activities and behaviors present a perception of impropriety on behalf of the staff and instructors at Coast and will be avoided or minimized to ensure that the integrity of the learning environment is maintained:

- Meeting with students outside of Coast Flight Training Facilities
- Consuming alcohol with students.
- Staff and instructors shall not host social events with students unless authorized by senior management.
- Improper communication with students:
  - Every staff member and instructor have an official @iflycoast.com email. These email accounts will serve as the primary means of communication between staff/instructors and students.
  - Texting a student or group of students for any reason other than to provide a timely means of coordination for training is not acceptable.



- Text messages, if required, should be short, direct, and professional. If a timely but lengthy communication must be made to a student, a short text asking them to check a detailed email is appropriate.
- Phone conversations fall under the same guidelines as texting.
- Discussing performance, personal or private information about another student with a student is strictly forbidden.
- Staff and instructors shall not connect with students directly on social media platforms. Comments or “shares” on any Coast sponsored sites by our staff or instructors concerning a student shall be professional and limited to positive training and/or congratulatory remarks.

### Cirrus Customer Relationships

Due to senior nature of the instructors flying Cirrus aircraft and the unique aspects of the customer experience expected by our Cirrus clients, some of the social interaction rules outlined above may be relaxed somewhat. In particular, the communication and meeting aspects of the policy are not applicable to a customer that trains at their own pace and often with their own aircraft. In general, staff shall maintain a professional training and customer relationship for our Cirrus clientele while providing them a world-class training experience while enhancing the social aspects of the Cirrus owner-operator lifestyle.

This policy has been implemented to establish a baseline for proper student/employee relationships. It does not cover all situations that may arise in daily interactions; therefore, common sense must be applied to ensure respect and deference are maintained between these important groups within our training team.

If a staff member or instructor are in doubt about their actions or may have crossed the guidelines established in this policy, they should address it with their supervisor or senior leadership in order to correct the situation and receive appropriate guidance.

In every interaction between staff/instructors and students, you are representing Coast and its phenomenal reputation – a reputation that you have a responsibility to maintain – a reputation that our actions must reflect each and every day!