AIM HIGH Flight Academy

Standard Operating Procedures

FLIGHT

CALIFORNIA AERONAUTICAL UNIVERSITY

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1 Overview

1.1 Purpose

The purpose of this manual is to outline policies and procedures of California Aeronautical University (CAU) that are intended to provide an overall safe operation and environment. Aviation can provide exciting, rewarding, and enjoyable opportunities both personally and professionally regardless of your pursuits. The safety levels demanded by the aviation industry are tremendous, as are the consequences of neglect. A variety of strict standards are set in every area of aviation operations at CAU in order to achieve the required levels of safety. The goal of CAU is to instruct you as an aviation professional that will respect and maintain the standards written in this manual and/or regulations, which requires discipline, due diligence, and dedication.

It is important that students are exposed to professional standards of conduct from the very beginning of their flight training. This manual is designed to improve the safety and quality of flight operations for students or affiliated partners. The purpose of this procedures manual is to ensure that anyone involved with any flight training at the University have an understanding and acceptance for following the policies and procedures outlined in this manual.

Students, Certified Flight Instructors (CFIs), and employees take upon themselves responsibilities that cannot be delegated, and it is incumbent upon everyone to ensure that this responsibility is not taken for granted. Employees that have operational responsibilities must understand and use this manual as a reference for what is operationally expected. All students and employees affiliated to flight operations are accountable for the contents of the policies and procedures.

In the interest of safety, disciplinary action may be taken against a student or employee who violates a Code of Federal Regulations (CFR), a CAU policy or procedure, or performs any behavior, action or procedure that compromises safety.

1.2 Usage

This manual functions as the principal source document of CAU's Standard Operating Policies and Procedures and is complemented by current copies of the applicable 14 *Code of Federal Regulation* (CFR), the *Aeronautical Information Manual (AIM)*, and the *Pilot/Controller Glossary*. These texts are compiled by the Department of Transportation (DOT) and are usually located in one publication. In addition, other FAA publications, such as the current version of *The Pilot's Handbook of Aeronautical Knowledge* and the *Airplane Flying Handbook,* will be used for training at CAU. Other publications and manuals will be required during student course work and should be kept in a personal library and used as a reference during training.

1.3 Parameters

The University has made every effort to ensure that the information, policies, and procedures contained in this manual are accurate, understandable, and up to date. Students and employees will use this manual to familiarize themselves with procedures, operations requirements, and appropriate actions while training at CAU. This includes, but is not limited to, procedures to follow during normal flight and ground operations. Procedures are included for emergencies, where sound decision-making ensures protection of life, property, and equipment.

This manual will not address every situation or emergency and it is imperative that each person associated to flight operations learn the skills necessary to enhance the decision-making process in relation to aviation safety and professionalism as defined by CFR and AC 60-22 Aeronautical Decision Making.

Every person has a responsibility to inform university flight management of situations or events where changes may be needed in order to bring this manual up to date. Revisions will be made available accordingly and each individual is responsible for ensuring the use of the most up to date manual. When revisions are made or critical communication is necessary, notifications will be communicated electronically or made available from university staff.

It is imperative that everyone be familiar with university policies and procedures. University flight management must be notified whenever a safety issue is compromised. If a situation comes up that someone does not understand or a policy needs clarification, contact university flight management.

There is no substitute for good judgment!

2 Training Enrollment Requirements

2.1 English Language

English is the International Civil Aviation Organization standard language. English proficiency is required for the issuance of FAA pilot certificates. No other language will be used while in-flight training at CAU. Additionally, English language proficiency is an ongoing FAA emphasis item. If a CFI detects an English language deficiency in a student, that student should be referred to the Assistant Director of Flight Instruction, who will in turn refer the student to the Provost or University President for any assistance needed.

2.2 Flight Medical

The minimum FAA medical requirement for a student in the flight program is a Third-Class Medical Certificate. Applicants must present a valid certificate, completed by an FAA-designated Aviation Medical Examiner (AME) prior to beginning the program.

2.3 Transportation Safety Administration (TSA)

Prior to commencing flight training, Transportation Security Administration (TSA) requirements must be met including citizenship verification, student endorsement requirements, and background checks for all non-US Citizens.

All U.S. Citizens and Nationals are required to show proof of U.S. Citizenship or Nationalization prior to the beginning of flight training. If not a U.S. Citizen or National, applicants will be required to complete the registration process with the TSA for initial flight training. Registration with TSA should be accomplished prior to orientation. Registration is completed online at https://www.fts.tsa.dhs.gov/home.

For each U.S. citizen enrolling in the program, a copy of the document(s) used to prove citizenship will be kept in the student record. Those documents will be kept on file for five years.

Evidence of U.S. citizenship can only be documented by one of the following:

- Valid unexpired U.S. passport.
- Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
- Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and a government-issued picture ID.
- Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581) and a government-issued picture ID.
- Original United States naturalization certificate with raised seal.
- (Form N-550 or N-570) and a government-issued picture ID.

TSA Security Awareness Training

All University staff who have direct contact with a flight student are required to complete the TSA initial security training program (Security Awareness Training for Flight School Employees) and provide a copy of the completion certificates for the initial training and all recurrent training. Recurrent training will be tracked by Talon ETA as a currency.

3 Roles, Responsibilities & Qualifications

3.1 Director of Flight Instruction

The Director of Flight Instruction will serve as the FAA approved Chief Flight Instructor. This person and the University President, as the Part 141 Certificate holder, will coordinate communications with the FAA as necessary. The Director of Flight Instruction works to manage and preserve all policies and procedures. This role manages and oversees the flight instruction department and documents, including the FAA approved Training Course Outlines and other supporting manuals.

3.2 Assistant Director of Flight Instruction

The Assistant Director of Flight Instruction may or may not serve as the FAA approved Assistant Chief Flight Instructor. In addition to the University job description, the Assistant Director of Flight Instruction has delegated authority for the following:

- Ensure the certification and maintenance of student training records and enrollment in appropriate academic courses.
- Conduct initial CFI proficiency checks to CAU CFI candidates in each approved training course.
- Provide recurrent training and a proficiency check to each instructor every 12 months after the month in which the instructor's initial test was completed.
- Ensure that training techniques, procedures, and standards are updated and improved whenever a student or CFI becomes aware of course deficiencies or changes in training standards.
- Be available in person, by telephone or other means at all times. Mobile phones are an acceptable means of meeting this requirement.
- Ground all aircraft when weather conditions dictate.
- Delegate FAA defined duties to appropriate certificated flight instructors.

3.3 Certified Flight Instructors

The Certificated Flight Instructor (CFI) must understand what is required to operate within Federal Aviation Regulations (FAR), including 14 CFR Part 141 and 61 standards. The primary responsibility of the CFI is to prepare him or herself to instruct under these guidelines.

All flight training related activities must be conducted or originated at the base of operations of the instructor and/or student, except where approved by the Director of Flight Instruction. CFI's will not engage in flight activities which conflict with the interests of CAU, or with work schedules assigned by CAU.

In addition to the University job description, the CFI must meet the following requirements:

- Satisfactorily accomplish an initial flight check for each course of training.
- Satisfactorily complete a flight check every 12 months for each course of training he/she is approved to teach.
- Maintain a record of endorsements, logged ground and flight instruction, and TSA verification actions for a minimum of three years.

- Ensure that the records of both the student and the CFI are up to date in flight department files and in Talon ETA.
- Review the Course Syllabus and brief his/her students on the contents of the syllabus. This briefing is very important as it demonstrates the importance of setting up good study habits and establishing goals for training.

Syllabi lessons should be taught in numerical order as listed in the "Units" section of Talon ETA. However, some flexibility is allowed in order to adapt to individual student needs, flight conditions, and/or resource availability. It is the responsibility of the CFI to prepare his/her students for solo flight.

- CFIs must conduct a pre- and post-flight briefing for each flight.
- CFIs must conduct a flight safety briefing prior to each flight.
- The minimum lesson time allotted in Talon ETA is required for the pre- and post-flight briefings combined.

Instructors shall ensure that students are prepared by demonstrating the required level of proficiency before recommending them for solo flight.

3.4 Student Pilots

The definition of a student pilot is a pilot that is not certificated or rated. A student certificate is not used for consideration in this definition. The following are required of a student pilot:

- An authorized CFI must approve all student flights. Before soloing, all pre-solo students will take the pre-solo written test. The CFI will review all incorrect answers with the student and correct the quiz to 100% and note any corrections on the quiz. The quiz is kept in the student's record.
- When weather conditions deteriorate below published requirements after a student departs, the student will divert as soon as possible to the nearest available airport where a safe landing can be made. The student must make efforts to contact his/her CFI or Dispatch to discuss safe alternatives.
- Student pilots will not be allowed to solo if he/she has not had a dual flight within the preceding fourteen (14) days. This flight will include all items listed in 14 CFR 61.87(d) and (e).
- All students are assigned to a Primary CFI who will monitor the student's progress and ensure that these restrictions are not violated.
- Student pilots will not conduct simulated forced landings or any non-approved emergency procedures unless a CFI is on board the aircraft.

3.5 Dispatch

Dispatch serves primarily to provide oversight to ensure all necessary requirements are met for releasing and monitoring aircraft. Safety issues or other flight deviation communications should be directed accordingly through Dispatch, unless otherwise defined in a university document.

4 General

The following section is designed to familiarize students, instructors, and employees with general considerations while training at CAU. Students will seek guidance from their CFI or Assistant Director of Flight Instruction if there is a question about a policy, safety limit, procedure, or regulation and, if necessary, they will seek guidance from their immediate supervisor.

4.1 Dress Code

It is important that students display a professional image while studying at the University. The University values a professional environment whether studying for personal or professional gain and may be visited by prospective employers or other professionals in the community. Therefore, it is required that students adhere to the dress code and always behave in a professional manner.

All students are required to wear their uniform any time they are participating in educational activities. This includes, but is not limited to, attending class, flight lessons, instructor meetings, test taking, or any other activities directly related to flight.

AIM HIGH Flight Academy and CAU will issue each student uniform T-shirts to be worn throughout the program. In addition to the issued T-shirts, each student is required to supply and wear solid black or navy-blue shorts and closed-toed shoes (sneakers). Each student will be issued an AHFA flight suit with patches (if one has not already been issued prior) to be worn as required.

Below are key components of maintaining and wearing a proper uniform:

- Clean Uniforms – Uniforms must be washed regularly.
- Fitting of Uniform – Uniform shorts (solid black or navy blue) and shirts must fit in such a manner as to be professional. Skintight uniform shirts or shorts are not authorized.
- Socks –No patterned socks, must be solid in color.
- Shoes – Must be closed-toe, and of reasonable safety for flight line operations.
- Outerwear –Personal hats or other outerwear is not authorized.
- Earrings/Piercings – Male students are prohibited from wearing earrings or any other visual body piercings. Female students may wear conservative earrings but are also prohibited from displaying any other visual body piercings. Conservative earrings are defined as posts or hoops one inch or less in size. Ear gauges may not be worn while in uniform.
- Grooming/Hair – All students are expected to have neatly groomed hair and be clean-shaven. Hair must be of natural color, maintained in a conservative style, and not interfere with vision while receiving training. Hair should be groomed/washed daily and be neat and tidy. Clean-shaven is defined as no beards or goatees. Mustaches must be neatly trimmed, cannot exceed one inch in length, nor hang over the lip or beyond the corners of the mouth.

The student's AIM HIGH Flight Academy ID must be worn and visible at all times. A CAU safety vest must also be worn when participating on the flight line.

4.2 Student/Instructor Relationship

As the Pilot in Command (PIC), and in agreement with the Federal Aviation Regulations, the assigned flight instructor has:

- Direct responsibility for and is the final authority as to the operation of that aircraft.
- Direct responsibility to ensure student preparedness for solo flights.

Instructors shall be held to a high standard of qualification and professionalism and will be held accountable for maintaining a proper relationship with their students. If a student has concerns about the conduct or quality of instruction from their instructor, they must report their concerns to the Assistant Director of Flight Instruction who is supervising their training. Concerns with the Assistant Director of Flight Instruction or other university flight management should be referred to the Provost or University President.

4.3 Communication

Communication is a critical part of any operation, and such failure can be the leading cause for a safety incident. It is important that everyone communicates effectively using engagements of personal interaction as the primary and preferred communication. The University, working with the Air Force, may define a communication application to be used to disseminate important information.

4.4 Instructor Assignments

Students will be assigned a CFI appropriate to the student's course of training. CAU will attempt to ensure that the student and instructor will continue together until completion of the training. CAU reserves the right to make changes to instructor assignments if necessary to meet the needs of the University and/or enhance learning and student progress.

4.5 Personal Electronic Devices

The use of personal electronic devices in-flight for uses other than navigation or flight related information are prohibited. This activity includes all stages of ground and flight operations. Phone calls, text messaging, email, social media, applications, or other non-flight related distractions presented by a personal electronic device are not authorized.

4.6 Multimedia

The use of GoPro's or any other recording devices by students during any flight is not permitted in any stage of the course unless during a dual lesson for the purpose of review after lesson completion. Cameras must be mounted inside the cockpit using pre-existing mounts or approved non-permanent mounts. Mounts must be located behind the pilots to not obstruct their view.

Students are not authorized to take video or pictures while operating the airplane during any phase of flight. This includes, but is not limited to, taxi, take-off, climb, cruise, descent, before landing, or landing.

Students may not post videos or pictures online to any social media sites unless otherwise approved by the University.

Students and instructors are not authorized to play music or other pre-recorded sound via headset or auxiliary input during any training flight.

4.7 Drugs and Alcohol

Substance abuse will not be tolerated for anyone training or employed at CAU. The University mandates a zero-tolerance alcohol policy. Anyone found under the influence will be immediately counseled as appropriate and in accordance with the appropriate employee or student protocols and may be dismissed from their training or employment.

Awareness of the potential consequences of careless driving practices on a pilot certificate(s) is important to consider when executing poor judgment with a vehicle. For those pursuing a professional career as a pilot, Airlines may question an applicant who has speeding ticket(s) or other moving violations. Illegal drug and alcohol offenses will also be detrimental to any future career in the aviation industry and may result in suspension of medical certificate. A comprehensive list of issues that may negatively affect students in their professional pilot careers can be viewed in 49 CFR 1544.229(d) 1 through 28.

4.8 Fitness for Flight

Students and staff must maintain personal fitness for flight prior to accepting any flight related activity. Cancellations of lessons due to lack of rest, avoidable physical impairments, or physical illness may, at CAU's discretion, result in removal from flight status. CAU may also require the student or staff member to contact their FAA AME for further consultation prior to returning to flight duty.

4.9 Student Attendance

The University requires its students to establish good attendance practices and believes that students must attend class if they are to be well-prepared. Professional behavior and respect for time is an important quality to demonstrate as an aviation professional trained at CAU.

Students must request a cancellation of a lesson when they are unable to train due to illness, family emergencies, or other adverse personal circumstances. Such personal conditions must be reported to the CFI and Assistant Director of Flight Instruction immediately.

4.10 Student Training Progress

Students are expected to progress in accordance with the provided University syllabus and, if determined appropriate, complete one (1) solo flight. It is understood that students learn at different rates. Learning plateaus are not uncommon. If performance milestones fall below expectations, the student may be referred for additional advising.

4.11 Training and Logbook Record Keeping

Each pilot will keep a record of all flight time in an aviation logbook in accordance with the requirements of 14 CFR Part 61.51. The University and each flight instructor will maintain training records as appropriate by utilizing the Talon ETA record keeping system or otherwise as necessary for the FAA or University.

For all Part 61 flight training activities, the logbook must reference the specific training activities. The flight instructor is primarily responsible for maintaining the student's flight records. Working with each student, the CFI must ensure that a student's records are maintained accurately and updated in Talon ETA record keeping system as required.

4.12 Maintenance

CAU strives to ensure that its aircraft are maintained to the highest standards. Pilots play a critical part in the maintenance process and must ensure proper communication takes place by clearly documenting and reporting aircraft discrepancies.

A Maintenance Tracking Record using Talon RMS will be updated for each aircraft after service has been performed. A record will be maintained as required for airworthiness of the aircraft and will be available using Talon/RMS. This maintenance record will denote maintenance that has been performed and due dates and tach times for the next inspection. For each aircraft, Talon RMS maintains a record for the next required inspection or event.

Pilots are required to contact Dispatch to input aircraft Hobbs and Tach times using Talon ETA. Pilots are responsible for ensuring that the times recorded are correct.

4.12.1 Airworthiness

Aircraft airworthiness is established by the manufacturer prior to aircraft purchases; however, safe operations are the responsibility of the owner/operator, which includes mechanics and pilots. Dispatch personnel play a primary role in making sure the aircraft are appropriately assigned and are in communication with the maintenance department.

Airworthiness is an ongoing responsibility shared by pilots and mechanics. The PIC has responsibility to report all discrepancies, whether or not the discrepancy is believed to affect airworthiness.

CAU mechanics or approved maintenance designees have responsibility to maintain aircraft in compliance with airworthiness standards. The PIC has the final authority to determine if the aircraft is safe to fly.

The Director of Aircraft Maintenance has final authority over aircraft that are released for flight. Airframe and Powerplant (A&P) mechanics are delegated by the Director of Aircraft Maintenance to release aircraft after maintenance is performed.

4.12.2 PIC Airworthiness Responsibilities

Prior to departure, pilots will determine that the aircraft is airworthy within the meaning of 14 CFR Part 91.213.

4.12.3 Maintenance Records

Maintenance records are retained in accordance with FAA regulations. Aircraft records are kept using Talon RMS. Aircraft related records will not be removed from CAU main campus facilities without specific authorization.

4.12.4 Discrepancy Procedures

A. During the preflight or post flight inspection:
    1. Report any discrepancy using the Discrepancy Notice form and submit it to Dispatch.
B. During local flight:
    1. After landing safely, report any discrepancy using the appropriate reporting resources to Dispatch.
C. When a serious discrepancy affects the aircraft's airworthiness during a local flight:
    1. Return to the airport in a safe and expeditious manner.
    2. The PIC should not hesitate to declare an emergency and receive priority assistance.
    3. University Dispatch should be notified of the problem if and when it is safe to do so by contacting Dispatch.
    4. The PIC should provide CAU with a detailed explanation of the incident using the appropriate reporting resources to Dispatch.

4.12.5 Return to Service Determinations

Only the Director of Aircraft Maintenance or designated qualified maintenance technician may return an aircraft to service after a discrepancy has been reported. The individual making that determination must use sound judgment and the method identified in 14 CFR Part 91.213 during the process. Flight students, even when holding PIC authority, are prohibited from operating in any aircraft that has been identified with one or more open discrepancies.

5 Flight Operations

5.1 Use of Checklists

All aircraft operated by CAU must have on board an approved checklist. The checklist will be used as a training aid as well as a safety measure. The pilot in command is responsible for ensuring the checklists are used in the prescribed manner. The CAU checklist has been compiled from the factory data and pertinent regulations, rules, and procedures.

All operations must be in compliance with Airman Flight Manual/Pilot's Operating Handbook procedures and limitations.

5.2 Aircraft Scheduling

Aircraft can be scheduled seven (7) days a week from 6:00AM to 1:00AM. The University will schedule flight training blocks for students and CFIs as necessary to meet the performance milestones outlined in the syllabus. Aircraft utilized for flight lessons must be ramped out and ramped in on time with Dispatch as appropriate to the scheduled training block.

5.2.1 Adverse Weather Impacts

On adverse weather days, the University may discontinue flight operations. On these occurrences, CFIs may conduct ground training with students for that training period. Weather days will be used to enhance student learning and success. A simulator may be used to the maximum extent possible during these periods. Unless notified otherwise, students are to arrive for their lesson as scheduled.

5.3 Preflight Preparation

A consolidated aircraft checklist for each make and model of aircraft shall be used as standard operation. Each student must use the provided checklists during training. The checklist must be the University authorized checklist.

Prior to beginning a flight, each pilot must become familiar with all available information concerning that flight, such as:

- Weather reports and forecasts, alternatives available if the planned flight cannot be completed, Notices to Air Missions (NOTAMs)/Temporary Flight Restrictions (TFRs), and any known traffic delays.
- Runway lengths at airports of intended use including runway condition and required take-off and landing distance information.
- Students and CFI's will consider additional data to include at a minimum: climb/cruise performance data, fuel burn, time enroute, and obstacle clearance data.

The following Preflight Planning Tools are used to meet the requirements stated:

Take-off Data Card – Record of pertinent flight data required for in-flight use.	***Must*** be completed and submitted to Dispatch for all flights prior to accessing aircraft keys.
Weight and Balance Worksheet – University record of flight details and load manifest.	***Must*** be completed by the student and reviewed by CFI prior to CFI Activity Authorizing (AA) of a flight for all flights.

5.4 Training Weather Minimums

The following restrictions and operating procedures apply to all pilots operating CAU aircraft. CAU prescribes weather minimums that must be met or exceeded before an aircraft is dispatched for a solo or dual flight. The weather minimums required by CAU for cross-country flights must be forecast to remain, for all reporting stations along the proposed route of flight, for the proposed duration of the flight and for one hour thereafter. Unless approved by the Director or Assistant Director of Flight Instruction, flight is not permitted in aircraft unless the following minimums exist.

Flight Instructor Weather Minimums

All flight instructors are required to observe the **higher** of the following:

Add 100 feet and ½ SM to the intended instrument approach procedure or				
Certificate/Rating	**Visibility**	**Ceiling**	**Max Wind**	**Crosswind Component**
CFI	2SM	600 feet	35 knots	15 knots
CFII	2SM	400 feet	35 knots	15 knots

Pre-Solo Student Pilot Weather Minimums

The following weather minimums are required for flight operations for pre-solo student pilots. Flight instructors may further restrict a student; however, it must be recorded in an appropriate endorsement(s). All altitudes listed are AGL altitudes. "Max Gust" as reported by ATIS/AWOS or a qualified observer shall be used as the maximum wind speed. Flight instructors may elect to depart on an IFR to VFR on top clearance, if necessary, but must adhere to the prescribed Flight Instructor Weather Minimums listed above.

Flight Operation	Visibility	Ceiling	Max Wind	Crosswind Component
Dual Traffic Pattern – Day	5SM	1500 feet (1)	30 knots	15 knots
Dual Local (Practice Area) – Day	5SM	4000 feet (2) (3)	30 knots	15 knots
Solo Traffic Pattern – Day	5SM	2000 feet (1)	20 knots	15 knots

(1) Ceilings must meet the minimums listed above and be high enough to maintain at least 500 feet below the lowest reported layer while maintaining the published traffic pattern altitude.
(2) If performing ground reference maneuvers in the local practice area, the flight may be dispatched with as low as a 2,000-foot ceiling.
(3) Ceilings must meet the minimums listed above and be high enough to maintain at least 500 feet below the lowest reported layer while maintaining at least 3,000 feet AGL during practice maneuvers.

5.5 Obtaining Weather Information

The following are University approved sources of weather information for Pilot Training:

- 1-800-WX-Brief telephone weather briefings
- www.1800WXBRIEF.com
- University issued EFB App weather briefing tool
- AWOS/ASOS

Pilots obtaining weather information, at minimum, must use the approved flight planning tools:

Pre-Solo Student Pilots ***must***:	• Use BOTH telephone (flight service station via 1-800-WX-Brief) and electronic weather briefing (EFB or www.1800WXBRIEF.com) for every flight.

5.6 Fuel Reserves

University policy ensures fuel is filled to the “tabs” during routine refueling procedures.

Minimum fuel reserves are as follows:

Local Flights	***Must*** land with 60 minutes reserve at normal cruise power setting.

For density altitude considerations regarding fuel loads and overall performance limitations, the Assistant Director of Flight Instruction, on very rare occasions, may authorize partial fuel loads.

5.7 Positive Exchange of Flight Controls

During flight training, there must always be a clear understanding between students and flight instructors of who has control of the aircraft. Prior to flight, a briefing should be conducted that includes the procedure for the exchange of flight controls.

Advisory Circular AC 61-115 provides guidance for all pilots, especially student pilots, flight instructors, and pilot examiners, on the recommended procedure to use for the positive exchange of flight controls between pilots when operating an aircraft.

3 Step Positive Transfer of Controls Procedure	
Pilot 1	**Pilot 2**
Pilot 1 initiates transfer saying “You have the controls”	
	Pilot 2 takes controls and says “I have the controls”
Pilot 1 removes hands and feet from controls, visually verifies transfer, then says “You have the controls”	
When returning the controls to Pilot 1, Pilot 2 should follow the same procedure.	

CFI’s should always guard the controls and be prepared to take control of the airplane. When necessary, the instructor should take the controls and CALMLY announce, “I have the flight controls.” The student will immediately acknowledge and relinquish control, allowing the instructor full and effective control of the aircraft.

Flight instructors shall not allow students to exceed the flight instructor’s limits or place in jeopardy the safety of flight.

5.8 Aircraft Preflight

All aircraft preflight inspections will be conducted in accordance with the applicable aircraft checklist. Pilots shall ensure the aircraft is free of trash, and that all loose objects are secured. Aircraft surfaces, including windows, must be clean. If surface(s) are not clean to perform safe flight, the CFI shall follow the appropriate procedure to remedy the issue (contact line service, etc.). During cold weather (below freezing), pilots will ensure there is no frost on the aircraft. During preflight, take fuel samples, and return the uncontaminated to an authorized container or tank.

All required documents including aircraft (Ref. 14 CFR 91.9, 91.203) and personal documents (Ref. 14 CFR 61.3) must be aboard the aircraft before flying. Contact Dispatch if any documents are missing.

5.8.1 Cockpit Organization

To ensure safety of flight, each aircraft is equipped with an appropriate checklist to define standardization requirements. After each use of the aircraft, the student and instructor will ensure the standardization requirements have been met (e.g. navigation and communication equipment reset to default).

5.8.2 HOBBS Readings

All Hobbs readings are the responsibility of the student and shall be recorded both before (beginning) and after (ending) the flight activity ends. If there is any discrepancy between the Hobbs meter for a particular aircraft and what the dispatch records are reporting, the error must be resolved before aircraft operation.

If the aircraft is operated without resolving a Hobbs error, the last pilot to fly the aircraft will be responsible.

5.8.3 Oil Levels

For all aircraft models, see placard inside service door for proper oil levels. Ensure that the aircraft oil levels are adequate to perform safe flight. If oil levels are not adequate to perform safe flight, the CFI shall follow appropriate procedures to remedy the issue (contact line service, etc.).

Flights are not authorized for dispatch or departure with less than the recommended oil levels.

5.8.4 Crew Safety Briefing

Student and instructor will brief the following:

- Identification of PIC and pilot flying.
- Emergency exits.
- Fire extinguisher location.
- Positive exchange of controls procedure.
- Sterile cockpit.

5.9 Engine Start

Engine start will be in accordance with the Pilot's Operating Handbook or the University provided checklist.

- The parking brake will be set before engine start.
- The area will be cleared by calling "clear" out of the pilot's window.
- The beacon and navigation lights will be turned on.
- Hot starts or cold weather starts will be in accordance with the Pilot's Operating Handbook.
- After starting, both student and instructor shall test the brakes by allowing the aircraft to move slowly forward, then stopping it with the brakes. If any brakes fail to work properly, shut the engine down immediately. Secure the airplane and report the discrepancy to Dispatch.

5.10 Aircraft Taxi

1. Students and instructors should be familiar with the approved aircraft marshaling hand signals contained in the Aeronautical Information Manual (AIM).
2. Do not run checklists while taxiing. Instead, stop the aircraft in a safe spot, and devote full attention to the checklist.
3. Make sure the area is clear before leaving the parking spot. The pilot at the controls and the PIC must keep their eyes outside the cockpit during all taxi operations.
4. Pilots shall determine wind direction and the runway in use before taxiing from any parking area; windsocks are the primary means to determine active runways backed up by appropriate radio information via ATIS/AWOS.
5. Pilots must verbally review the taxi instructions prior to taxiing.
6. Use taxi lights while taxiing unless their use creates a hazard.
7. Pilots will use the manufacturer recommended Ground Leaning Procedures for all taxiing operations.
8. The taxiway centerline should provide adequate clearances when taxing aircraft. When operating on taxiways and unfamiliar ramp areas, the PIC shall ensure clearance of ½ wingspan from other objects before taxiing unless being aided by a wing-walker.
9. Taxi speeds will be limited to a speed that allows an aircraft to stop safely when power is removed. The acceptable speed is generally a slow walk in ramp areas and a brisk walk in taxiways.
10. Always taxi with the lowest power setting possible and do not ride the breaks to avoid excessive wear.
11. When entering a runway to take-off or when taxiing onto a runway to hold prior to take-off, illuminate all exterior lights with recognition lights during day.
12. Make sure the flight controls are placed in the correct position relative to winds.
13. Be aware of what is behind the aircraft and where you are on the airport facility.

5.11 Engine Run Up

Engine run-up/maintenance and before take-off checklists will be conducted at prepared run-up areas if available. During run-up operations, with winds in excess of 15 knots the airplane should be positioned into the wind for cooling and positioned so that the prop blast will not affect other aircraft, equipment, or buildings adjacent to the run-up area. Aircraft failing an engine run-up will be returned to parking.

Engines may not be run-up at any tie-down spot.

5.12 Air Traffic Control (ATC) and Radio Communications

Students shall reference the Aeronautical Information Manual (AIM), Chapter 4 for standard radio communication procedures. In addition, the following radio procedures will be utilized by instructors and pilots during flight operations.

Training should focus on control of the aircraft during taxi operations and flight maneuvering as well as radio communications. All students should gain confidence in their radio communications and observe the following:

- Pre-taxi briefings will be conducted prior to requesting taxi clearance to include:
  - Runway in use and available length and distance required for takeoff.
  - Probable taxi route to include hot spots.
  - Weather and environment risk items.
  - Flight route summary and review of complex components (altitude assignments, etc.)
  - Passenger considerations.
  - Any risk items the PIC deems necessary to review prior to flight.
- Students are advised to request VFR flight following where available.
- After receiving squawk code/departure frequency, the student will then begin as cleared to taxi.
- Students will taxi to the Movement Area Boundary Markings and request taxi clearance from this location or as otherwise defined by location.
- Squawk code/departure frequency should only be copied when aircraft is not in motion.
  - Students will advise tower when they are ready to copy or to Standby and come to a stop at the end of their taxi route prior to notifying Ground they are ready to copy.
- Student Pilots, while operating solo, will make all initial calls with each ATC facility to include the phrase, "Student Pilot" (i.e. "**Bakersfield Tower, Skyhawk One-Niner-Three-Tango-Hotel Student Pilot**.")

5.13 Runway Incursion Prevention

Each pilot is responsible for runway incursion prevention while on the ground. Each occupant of an aircraft is responsible for assisting the pilot and noting conflicting traffic. Methods of decreasing the likelihood of a runway incursion or traffic conflict are:

- While taxiing, vigilance must be exercised by all occupants.
- The Beacon will be ON at all times when Master Switch is turned ON.
- Taxi lights will be ON, and navigation lights illuminated during operations on the ground during taxi unless they blind another aircraft pilot or ramp personnel.
- Runway Incursion Prevention (excerpted from DOT/FAA Policy N 8900.92):
  - Know airport signage.
  - Review Notices to Air Missions (NOTAMs) for information on runway/taxiway closures and construction areas.
  - Review airport layouts as part of preflight planning and before descending to land, and while taxiing, as needed.
  - Write down all taxi instructions and review taxi route on the airport diagram.
  - Do not hesitate to request progressive taxi instructions from air traffic control (ATC) when unsure of the taxi route. A pilot may call upon ATC (ground control) for help in confirming position at any time during taxi, or when holding short of a runway.
  - Read back all runway crossing and/or hold-short instructions.

- Check for traffic before crossing any runway or entering a taxiway.
- When landing, clear the active runway after attaining a safe taxi speed and wait for instructions before further movement.
- Study and use proper radio phraseology as described in the Aeronautical Information Manual (AIM) in order to respond to and understand ground control instructions.
- Confirm appropriate runway before entering the runway.
- When in position on the runway, confirm magnetic heading is same as runway heading.

5.14 Before Take-Off Briefing

All pilots are required to conduct a "Before Take-off Briefing" prior to take-off. The intent of the briefing is to prepare the pilot for the flight by considering risk items and identifying strategies to mitigate the risks. Briefings must include:

- Takeoff speeds and distances computed from the AFM.
- Crew assignments and actions in the event of engine failure or emergency (including warning and caution annunciations):
  - During the takeoff roll.
  - At rotation with usable runway.
  - After liftoff with no usable runway.
  - After a safe altitude has been reached.
- The briefing shall also include a plan for maneuvering to land should an engine failure occur at a point where no runway remains for an abort to landing.
- Low altitude maneuvering should be avoided.

5.15 Take-Off and Landings

Pilots will not takeoff or land without referencing the Pilot's Operating Handbook for data regarding the amount of runway required.

The minimum runway length for flight operations is 2800 feet for single engine aircraft. Exceptions may be made by the Assistant Director of Flight Instruction with approval for DUAL ONLY.

- Except in an emergency, no aircraft will land at any airport other than an airport listed on the CAU approved airports list, unless special authorization is granted from the Assistant Director of Flight Instruction in advance.
- Avoid excessive use of brakes during landing.
- The pilot will make a mandatory call-out on final approach to verify the correct runway. The pilot shall verify the runway in which they are aligned has the proper identification markings. The call out shall be "Runway XX Left/Right identified – Clear to Land."

5.16 In-Flight Collision Avoidance

All crewmembers are responsible for seeing and avoiding other traffic. Being in radar contact with ATC does not relieve the pilot of the responsibility to see and avoid other traffic.

- Strobe lighting will be used at all times while airborne unless their use creates a hazard.
- Pilots will position the landing light switch to the Recognition position during day take-offs.

- Pilots will know and comply with rules specified in FAR 91.111, and 91.113.
- Pilots/occupants will maintain a continuous scan for other aircraft.
- Pilots on training flights in the local practice areas will:
    - Self-announce their intended practice area.
    - Maintain listening watch on dispatch frequency, if available.
    - Alter their chosen practice area, if advised of conflict with another aircraft.
    - Use the specific practice areas assigned by Dispatch, if applicable.
- Traffic Pattern Operations
    - Will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Chart Supplement.
    - All lights will be on for departing and entering a traffic pattern, as well as within 10nm of an airport.

5.17 Intersection Departures

Pilots are only authorized to accept intersection departures with two times the take-off distance required or 2800 feet, whichever is greater.

5.18 Aircraft Leaning Procedures/CHT Temperatures

No student or instructor is to lean the fuel mixture without first looking at the EGT indicator. This includes during the climb.

- No student or instructor will begin leaning until the EGT reads 1300 degrees or less.
- When leaning, the mixture will only be reduced until the temperature peaks at 1350 degrees.
- The CHT will also be monitored for excessively high temperatures. Should the CHT reach 400 or greater, stop climbing and descend if necessary to lower the CHT.
- For aircraft without an EGT indicator, lean as specified in the Pilot's Operating Handbook specific to that aircraft.

5.19 Practice Areas

Practice areas have been established to avoid the concentration of training flights in one area. An additional airport must be in range should a diversion be necessary due to unfavorable conditions at the base airport. It is important that pilots engaged in local training flights remain within the boundaries of their assigned practice areas to avoid potential conflicts.

All aircraft shall utilize designated practice areas to enhance flight safety. If required, pilots shall request practice areas from Dispatch based on availability and training requirements. Collision avoidance remains the PIC's responsibility. Designated practice areas are intended to help alleviate airspace congestion, but pilots should be aware that non-participating aircraft may also be operating in the area. Pilots must be vigilant and exercise caution while operating in the training environment.

When required, the procedure for requesting a practice area is initiated by the pilot during aircraft check-out. However, requests can be modified while flying by contacting Dispatch. Dispatch shall ensure that practice areas are not overloaded. Aircraft may be tracked using ADSB technology.

While in, or approaching practice areas, proper communication procedures shall be followed. Pilots shall ensure that appropriate frequencies are monitored.

5.20 Airport Procedures

Traffic patterns and associated entries are accomplished in accordance with established procedures found in the Chart Supplement and Airman Information Manual (AIM) or airport specific pattern references.

Patterns at uncontrolled fields are entered via:

- 45-degree downwind entry as described in AIM.
- Midfield cross over entry.
- As required by airport specific references for private airports.

At non-towered airports, pilots will self-announce on CTAF frequency when inbound 10 miles from the airport in addition to their pattern position on crosswind, downwind, base, and final legs using the approved phraseology recommended. To self-identify, Pilots will use the model of the aircraft ("Skyhawk") followed by their tail number. For example, 193TH will use "Skyhawk One-Niner-Three-Tango-Hotel" for initial communications on a frequency, or "Three-Tango-Hotel" for subsequent transmissions. Pilots should not use "CALAERO" or "CAU" on CTAF frequencies.

Pilots will only land at active, paved airports listed in the Chart Supplement and in Talon ETA, except in the event of a precautionary or emergency landing.

Pilots will not take-off, land, or taxi across raised runway arresting cables or barricades.

Pilots will not taxi within ½ the aircraft's wingspan of an obstacle unless designated taxi lines are visible and suitable for the make and model aircraft flown. If proximity to an obstacle is less than ½ the aircraft's wingspan, the pilot should move the aircraft by hand and use a spotter when available.

5.21 Training Flight Airports

All CAU approved airports are loaded into Talon ETA as a selectable destination in the drop-down menu. Any airport used for landings must be selected prior to dispatch and may be selected during the following:

- When submitting a schedule request
- Ops Check-In (OC)
- Activity Authorization (AA)
- Ramp Out (RO)

The Approved Airport list and procedures were designed to provide an expanded assortment of airports to enhance the student/instructor experience while maintaining the highest level of safety. If an airport is not on the list, you may not go to that airport.

5.22 Minimum Altitudes

As a general rule, pilots will not fly below 1000 feet AGL (2000 feet AGL over mountainous terrain) unless cleared by ATC for take-off and landing, as directed by the training syllabus, or in the case of an in-flight emergency.

Pilots of single engine aircraft practicing maneuvers will select an entry altitude to complete/recover the maneuver no lower than 1,500 feet AGL. Demonstrated stalls must be recovered no lower than 3000 feet AGL. Ground reference maneuvers may be completed at a lower altitude but in accordance with FAA specifications for practical tests.

5.23 Emergency Procedures

Pilots must be thoroughly familiar with the Emergency Procedures chapter of the Pilot's Operating Handbook. Pilots are expected to commit to memory specified emergency procedures for each aircraft as specified by the Pilot's Operating Handbook. During any emergency, simulated or not, checklists are the standard training and shall be utilized.

When conducting emergency checklist tasks, pilots will touch and call out the item accomplished. This will be without checklist assistance for items denoted as memory items, and directly referencing items on the checklist that are not memory items.

During simulated engine failures, pilots will check for proper engine operation at least every 1000 feet by momentarily cycling throttle. Additionally, Flight Instructor's will ensure that recovery from simulated engine failures occurs no lower than 1,000 feet AGL.

5.24 Stabilized Approach Criteria

All University flights will adhere to a stabilized approach criteria as shown below. If an aircraft is in a position which does not permit a landing approach within this criterion, the Pilot must perform a go-around and reattempt the landing.

Condition	Position	Criteria
VMC	<400' above TDZE	Rate of Descent <= -800 fpm
		Airspeed +10, -5 knots of recommended final approach speed
		Aircraft fully configured for landing

5.25 Securing Aircraft

When parking aircraft, pilots will NOT attempt to taxi between two aircraft at an angle for the purpose of achieving a “pull-through” parking job. Wingtip collisions may result from these maneuvers and the pilot in command will be responsible for any such damage to the aircraft.

The appropriate aircraft securing practices are required at the termination of each flight:

- All aircraft should be secured with control locks and appropriate tie downs after each flight.
- The master switch and ignition switch must be in the OFF position.
- The aircraft must be locked and secured.
- The use of chocks is mandatory.
- Do not remove the parking brake until the aircraft is either chocked or tied down.

5.26 Post Flight Inspection

Pilots are required to return navigation and communication systems to prescribed settings. Instructors must train the student to perform the following actions:

- Operate accessory functions of the PFD and MFD (winds, transponder, inset maps, etc.).
- Selection and input of navigation and communication frequency settings.
- Identify the correct default settings on PFD and MFD on start-up.
- Arrange to replenish any consumables (oil, window cleaner, rags) used after flight.

Before leaving any airplane, the PIC or Flight Instructor will perform a post flight Inspection by following the checklist. The airplane will be locked, and all records secured.

6 Dispatch Operations

Dispatch originates flights and coordinates all aviation-related activities. Dispatchers are critical to safety as they facilitate the operational needs of students and assist the Director of Flight Instruction, Assistant Director of Flight Instruction, and Director of Aircraft Maintenance in assuring compliance with policies and procedures outlined in this manual.

Dispatch will remain open while training occurs or as staffing is available. Operational closures may coincide with approved CAU holidays.

Dispatch is highly dependent on Talon ETA, the University's flight operations software. All flight activity and maintenance activity will be managed using this software and in the event that the software is unavailable, CAU will cease flight operations until the software is available, or the Director of Flight Instruction provides guidance for safe operations.

Dispatch is responsible for ensuring that prior to flight an aircraft has been returned to service by an authorized mechanic.

In order to release an aircraft to a pilot, Dispatch will utilize Talon ETA. Students may be required to submit documents demonstrating pertinent flight/pilot information and practice area requests.

Dispatch will track aircraft locations in local practice areas. Initial practice areas must be requested by the PIC prior to flight.

6.1 Dispatch Procedures

Ramp Out Procedures

- Flight instructors will review required documents, which the pilot shall submit to Dispatch.
- The pilot and flight instructor shall "Ramp Out" with Dispatch.
- The pilot will inform Dispatch of the practice area selected.
- Upon receipt of all required information, access to the aircraft binder and keys will be given.
- The pilot will record the "Ramp Out" Hobbs and Tach readings where specified in the aircraft binder.
- ATIS information should be gathered via phone, if possible, before entering the ramp area.

Ramp In Procedures

- Upon returning from flight activity, the pilot will record the "Ramp In" Hobbs and Tach where specified in the aircraft binder.
- The aircraft binder will be returned to Dispatch.
- Aircraft discrepancies will be reported to Dispatch and recorded using the resources available from Dispatch. Dispatch will record and report in accordance with Dispatch operational procedures.
- "Ramp Out" and "Ramp In" times will be reported to Dispatch in person.

Dispatcher Procedures

- Dispatchers will comply with established Dispatch procedures listed above.
- At "Ramp Out," dispatchers will inform students/instructors of the expected due back time.
- Dispatchers should anticipate fuel needs based on local concerns and request fuel loads from the fueling operation as needed.

Resource Time

- Students and flight instructors are required to return the resource (aircraft or simulator) binder to Dispatch for "Ramp In" no later than the "End" time located within Talon ETA.

6.2 Documents and Records Verification

The following procedures ensure every flight is dispatched in accordance with the FAR. Pilots and dispatchers will be trained to ensure that they have a complete and thorough understanding of the following procedures.

Aircraft Dispatch Binder sections defined as:

1. Copies of aircraft logbook entries (airframe, engine, propeller, and AD compliance; may be removed for administrative convenience)
2. Hobbs/Tach Log
3. VOR Check Log
4. Weight and Balance Document
5. Discrepancy Reporting (may be removed for administrative convenience)
6. Emergency Actions

Student pilots will receive pre-solo instructional review of all necessary documents, review assigned respective endorsements, and be approved for release by an authorized instructor.

Training

- Dispatching procedures will be emphasized in the initial CFI standardization training.
- Recurrent training of this procedure for all CFI's will be conducted.
- CFI's will complete aircraft logbook and airworthiness training with students on a regular basis and note such training in the student's record accordingly.

6.3 Call Signs

Pilots will use the aircraft model and tail number as the call sign.

7 Safety

7.1 Safety Management System

Safety is the primary concern for all pilots and employees at CAU. The University promotes a safety conscious learning atmosphere and maintains a Safety Management System (SMS), as well as an Emergency Response Plan (ERP). The safety management system exists for potential safety hazards, incidents, accidents, and/or any FAA or internal requests. The SMS program is managed by CAU's Director of Safety and is continuously reviewed to ensure the most recent and relevant guidelines are implemented across all CAU locations.

The University strongly encourages that safety issues be relayed to appropriate personnel upon identification. Students should communicate safety concerns with their CFI and/or through the University's SMS reporting.

If students or employees are uncomfortable speaking to the appropriate initial contact, they are encouraged to directly contact one of the following administrators: Director of Safety, Director of Flight Instruction, Assistant Director of Flight Instruction, and/or the University President.

CFI meetings are held regularly to promote safety. Additionally, Safety Committee meetings are held on a monthly basis to discuss identified hazards and mitigation measures to ensure the ongoing safety of all CAU students, instructors, and the local communities that we operate within.

Flights may be recalled for various reasons, including weather, maintenance, or other unforeseen events. These decisions are managerial or operational in nature. When determined necessary, a Safety Stand Down may be initiated by the University President which immediately halts all operations in order to ensure the safety of our operations.

7.2 Incident/Accident Procedures, Reporting, and Investigation

7.2.1 Emergency Authority of the Pilot in Command

If it is believed after evaluation of a situation that an emergency exists or will be created, the PIC should exercise emergency authority. In an emergency situation, the PIC may take whatever action deemed necessary. Any student or CFI involved in an incident or accident is required to make immediate notification following the Emergency Action Checklist located within each aircraft binder. Flight management and the PIC will reference and comply with NTSB 830 when applicable.

A written report must be submitted through the SMS as soon as practical, but no later than 24-hours post event. Follow-up reports may also be required.

Following any incident/accident, involved students/personnel may be required immediately to submit to a drug test. Any requirement for drug testing must be compiled within 2 hours unless there are extenuating circumstances.

Incidents/accidents which require a written report include, but are not limited to, the following:

- Anytime an "emergency" is declared to Air Traffic Control.
- Any aircraft or property damage.

- Loss of braking abilities.
- PIC becomes lost.
- Smoke or fire in an aircraft.
- Communication/navigation failure.
- Un-commanded loss of engine power.
- Drug or alcohol usage is suspected of a crewmember.
- Any runway excursion (aircraft leaves the runway/taxi surface).
- Bird strike/wildlife strike or foreign object damage (FOD) occurrences.
- Near miss, ATC incidents, or severe wake turbulence encounters.
- Suspected or confirmed exceedance of operating limitations.
- Anything that could adversely affect the handling characteristics of the aircraft or render it unfit for flight.

Flight is prohibited following an incident, accident, or an in-flight safety concern which required a landing at an airport other than the originating airport. The appropriate ERP notifications must be followed before approval can be given to continue the flight.

It is the responsibility of the Director of Flight Instruction and the Director of Safety to ensure all reporting has been completed as required by the University's SMS. Once reports are submitted, appropriate personnel will be assigned to investigate all matters contained within the report.

7.2.2 Diversion or Off Airport Landings

Emergencies that require recovery at an alternate airport or an off-airport landing site should take the following into account:

- Nature of the emergency or irregularity.
- Airplane performance and time to diversion airports.
- Enroute weather.
- Terminal weather.
- Enroute terrain or obstructions.
- Enroute and terminal navigation aids.
- Number, length, width, and condition of runways.
- Pilot airport familiarity.
- Emergency/ medical equipment availability.

Pilots who divert to an unplanned airport must first secure the safety of the crew and aircraft. Then contact Dispatch, who will coordinate plans for further dispatch instructions.

7.2.3 Re-Dispatch After an Unapproved Landing

The following steps need to be followed after landing at airports or locations that are not listed in Talon ETA:

- Contact Dispatch and inform them of the reason for the unapproved landing.
- Dispatch will inform the Assistant Director of Flight Instruction.
- The Assistant Director of Flight Instruction will inform the Director of Flight Instruction who will identify the correct course of action and determine if the flight may be allowed to resume.

7.2.4 Incident/Accident Notification Procedures

Pilots are to use discretion in selecting a course of action to ensure the safety of the crew and aircraft. These actions may include emergency personnel and immediate contact with Dispatch for further instructions. Upon ensuring the safety of all persons, immediately contact Dispatch at (877) 330-7222 and use the following procedures as a guide:

1. Dispatch will activate the Emergency Response Plan (ERP) including notifying appropriate personnel as defined in the plan.
2. Using the Emergency Intake Form, Dispatch will record the following information:
    - Date and time of the report.
    - Name, address, and telephone number of the person reporting.
    - Aircraft or vehicle information.
    - Date and time of the occurrence.
    - Location of the event.
    - Name of any injured persons and extent of injuries, if applicable.
    - Hospitals where injured persons were taken, if applicable.
    - Any damage to aircraft, vehicle, or other company property.
    - Any damage to property or person in or around the event.
    - Any agencies that have been notified.
    - Telephone numbers where aircrew or passengers may be reached.
    - Other details relevant to the event.

3. Dispatch will collect the pilot and aircraft records and deliver them to the Assistant Director of Flight Instruction. DO NOT openly speculate about what happened or give out information to any media, to include social media, i.e. Facebook, Instagram, Snapchat, etc. Most often, initial information is incomplete, confusing, and contradictory. Dispatch will refer all inquiries of the incident/accident to the Director of Flight Instruction, who will only discuss the matter with the University President and/or government authorities. Dispatch may be required to serve as an assistant during the situation. The procedures are as follows:
    - Secure any and all aircraft and flight records.
    - Perform a site inspection with tape, camera, and maps.
    - Record the reported weather conditions.
    - Collect the written statements and interviews of witnesses.
    - Collect written statements and interviews of pilot(s).

<u>Pilots will review 49 CFR NTSB 830 for applicable definitions that relate to aircraft accidents.</u>

The Director of Flight Instruction or University President may deny flying privileges to any pilot or CFI involved in an accident/incident, unusual occurrence, or is in violation of FARs or CAU Policies and Procedures. These restrictions may continue until a reasonable determination of facts is established and pilot privileges are reinstated.

The pilot or instructor involved in an incident or accident may be asked to fly with a CFI to determine if he/she needs additional and/or recurrent training.

The investigating officials will present their findings and recommendations to the Director of Flight Instruction who will take disciplinary action when necessary.

7.3 Fire Protection

7.3.1 Fire Department

If a need for fire crews arises, personnel should call 9-1-1.

7.3.2 Aircraft Fires

Aircraft fires will be dealt with according to the instructions contained within the "Emergency Procedures" section in the appropriate aircraft Pilot's Operating Handbook. Students must commit these actions to memory.

7.3.3 Other Fires

Fire, other than aircraft fires, will be dealt with as follows:

- Students and employees are required to make themselves familiar with fire extinguisher locations as appropriate to the operation.
- If a fire is detected or suspected, alert all persons in the vicinity. GET HELP!
- If the fire is small and localized, extinguish it with the nearest fire-fighting equipment.
- If the fire is large, spreading rapidly, or inaccessible (such as in walls or ceilings), call 911 and notify nearby University personnel.
- If a fire appears to be out of control or if the situation seems dangerous, evacuate the area immediately.
- Shout to spread the alarm.

7.4 Deviations

7.4.1 Aircraft Flight Operations

All pilots will operate the aircraft in accordance with the procedures and limitations contained in the Airplane Flight Manual. Only those maneuvers contained in the Pilot's Operating Handbook are approved for flight in the aircraft. In the event of an unintended maneuver that exceeds the procedures/limitations contained in the Pilot's Operating Handbook, the pilot will treat the event as a deviation from aircraft limitations and submit an Aircraft Discrepancy form detailing any exceedance of limitations.

7.4.2 Policy and Procedures for Filing a Deviation Report

In the event of deviations from the Pilot's Operating Handbook, Airplane Flight Manual, this manual, Federal Aviation Regulations, or other incidents, the pilot must report the incident immediately to Dispatch and the Assistant Director of Flight Instruction. The aircraft will be grounded for inspection. In addition to an oral report, the pilot will submit a written report, using the Aircraft Discrepancy form, to the Director of Aircraft Maintenance and the Assistant Director of Flight Instruction explaining the circumstances regarding the incident. Each person involved in or witnessing an incident, accident, or deviation from CAU rules, policies, and/or procedures will report them to the Assistant Director of Flight Instruction.

7.5 Hazard Reporting

Personnel observing a safety hazard related to operations will report it to the Assistant Director of Flight Instruction immediately. General flight safety hazards may be reported using the University's safety reporting or directly to the Director of Safety.