



Item Rev. ~1~ Date 01/20/2013

# **SAFETY PROCEDURES AND PRACTICES MANUAL**

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## RECORD of REVISIONS

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## **Weather Minimums**

### **Weather Minimums for the 141 / 61 Private Pilot and Commercial Pilot Course:**

- **Dual Flights:** The weather minimums for dual flights will at least be per the below listed “Dual Minimums” and any higher minimums will be left to the discretion of the flight instructor. He/She will assure that the weather conditions do not violate any of the applicable Federal Aviation Regulations or limitations stated in the Pilot’s Operating Handbook. The flight instructor **must** consider the benefit to, or adverse effect upon, the student’s training and learning ability when making a go/no-go decision based on the weather conditions.
- At NO time will flights be conducted with visible moisture present when the air temperature is below freezing.

#### Dual:

	<u><b>Ceiling AGL</b></u>	<u><b>Visibility</b></u>	<u><b>Wind</b></u>
Traffic Pattern	1600 feet	3 miles	20 knot - total peak gusts – 25 knot
Local Flight	1500 feet	5 miles	20 knot - total peak gusts – 25 knot
Cross Country	3000 feet	5 miles	20 knot - total peak gusts – 25 knot

- **Solo Flights:** The weather minimums for solo flights will be as shown in the following chart.

#### First Solo:

	<u><b>Ceiling AGL</b></u>	<u><b>Visibility</b></u>	<u><b>Wind</b></u>
Traffic Pattern	1600 feet	5 miles	10 knot peak gusts - none

#### Subsequent Solo:

	<u><b>Ceiling AGL</b></u>	<u><b>Visibility</b></u>	<u><b>Wind</b></u>
Traffic Pattern	1600 feet	5 miles	20 knot - total peak gusts - none
Local Flight	2500 feet	5 miles	20 knot - total peak gusts - none
Cross Country	5000 feet	6 miles	20 knot - total peak gusts - none

For solo flights the maximum cross wind is 7 knots.

**Any or all flights may be grounded when, at the discretion of the Chief Instructor or Assistant Chief Instructor, the weather conditions do not fall within the parameters set forth in this section, or are not conducive to effective flight training.**

**Weather Minimums for the 141 / 61 Instrument Rating Course:**

Solo Flights are not permitted in Instrument Conditions

- **Dual Flights:** The weather minimums for dual flights for students participating in the Instrument Rating Course will least be per the below listed "Dual Minimums" and any higher minimums will be left to the discretion of the flight instructor. He/She will assure that the weather conditions do not violate any of the applicable Federal Aviation Regulations or limitations stated in the Pilot's Operating Handbook. The flight instructor **must** consider the benefit to, or adverse effect upon, the student's training and learning ability when making a go/no-go decision based on the weather conditions.
- At NO time will flights be conducted in I.M.C. with visible moisture present when the air temperature is below 5 degrees Celsius.
- In the event that an aircraft encounters inadvertent icing conditions, the Flight Instructor present will take the controls and exit those conditions as soon as possible. The Flight Instructor will land as soon as practical and asses the condition of the aircraft and report to the Chief Instructor or Assistant Chief Instructor. The flight will proceed only with approval from the Chief Instructor or Assistant Chief Instructor.
- Landings will not be attempted on contaminated runways.
- Landings will not be attempted when reported braking action is less than "Fair".

**Departures:** Ceiling of 100 feet above the lowest published minimums and visibility of ½ miles more than the published minimums per the aircraft capability.

**Practice Instrument Approaches:**

<b><u>Approach</u></b>	<b><u>Ceiling above the published mins.</u></b>	<b><u>Visibility added to published Mins.</u></b>
Precision	100 Feet	1/2 SM
Non Precision	200 feet	1 SM
WAAS (LPV)	100 feet	1/2 miles

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## **SAFETY PROCEDURES AND PRACTICES**

### **Starting and Taxiing**

- All pilots will conduct a thorough preflight of the aircraft before each and every flight. This will be accomplished with the use of the POH checklist for that aircraft or company approved checklist.
- Starting procedures will be as outlined in the starting engine checklist.
- Each student preparing to start an aircraft will look around carefully, turn the rotating beacon on prior to start, and shout "CLEAR" before attempting engine start.
- At no time will a student hand prop and aircraft.
- No aircraft engine will be started in the hangar or inside any structure. Aircraft being moved into and out of the hangar will be towed, by at least two persons, with an approved tow bar only. Taxiing within 20 feet of any hangar is prohibited.
- If the aircraft fails to start after several attempts, discontinue starting procedures and get assistance from a flight instructor or maintenance personnel.
- No aircraft will be left unattended while unsecured, or while the engine is running.
- Taxi at a speed which is appropriate for the existing conditions. Low power, low speed, and constant vigilance will be maintained when taxiing in congested areas.
- Flight control deflections will be used in accordance with the proper crosswind taxiing technique.
- Pilots will read back all taxi clearances to ground control.
- Pilots will read back to air traffic control on hold short, line up and wait, takeoff and landing clearances, and runway crossings. Pilots will read back the entire instruction or clearance to tower including the runway designation.

### **Fire Precautions and Refueling Procedures:**

- All students will be instructed (before their first solo) on precautions against ground and in-flight fires, and the procedures to be taken if they should occur.
- All students will be instructed in the location and use of the fire extinguisher in the aircraft (if installed).
- Students must be familiar with the emergency procedures relating to fires in the Pilot's Operating Handbook for the particular aircraft being operated.
- Extreme care should be taken to avoid over-priming.

Also when refueling, each aircraft must be chocked and grounded, additionally the following restrictions apply:

- No refueling with persons in the aircraft.
- No refueling inside the hangar.
- No fuel samples will be taken in the hangar.
- No smoking within 50 feet of any aircraft.

### **Dispatch Procedures:**

Students will be dispatched by their primary instructor or the chief instructor and/or assistant chief instructor. Instructors may dispatch students other than their own only if they have flown with that student within the previous 30 days.

### **Procedures after Unscheduled Landings:**

- On-airport: In the event of an unscheduled landing (a landing at any airport other than the airports indicated on the flight plan or authorized by the flight instructor in the solo cross country endorsement), the student will secure the airplane by installing the control lock, closing the doors and securing the aircraft with whatever means is available, and contact Washington International Flight Academy for instructions—**call collect**. At no time will the student continue the flight without the specific authorizations of either their primary flight instructor, the Chief Instructor or the Assistant Chief Instructor.
- Off-airport: The student will assess personal injury and damage to the aircraft first, assure fuel is shut off and all fire potential has been eliminated. If possible, secure the aircraft and determine location. Immediately report to the Washington International Flight Academy flight center [**call collect**] providing as much information as possible (injuries, damage, location, etc.)). **At no time will the student attempt to take off from an unprepared landing area.**

### **Aircraft Discrepancies and Squawks:**

Anytime the student discovers a discrepancy (squawk) with the aircraft it will be recorded in the squawk entry window of the Paperless141 system. The following procedure will be followed:

- Additionally, the student will give as detailed a description as possible of the problem to both the dispatcher and the mechanic—if the mechanic is available and report it to their CFI as well or the chief instructor.
- The aircraft will not be dispatched for flight until it has been inspected by a mechanic or a flight instructor.
- If the aircraft is determined to be un-airworthy it will not be dispatched for flight until signed off by a certified mechanic.
- If the discrepancy is found to not affect the safety of flight, it will be deferred to the next scheduled inspection and returned to flight status.

### **Securing of Aircraft:**

After every flight, the aircraft will be tied down at wings and the tail. In addition, a gust lock and pitot tube cover will be in place whenever the aircraft is secured after a flight. After securing the aircraft, the student and/or instructor will assure that all seat belts are stowed and all personal items and trash are removed from the aircraft. The aircraft will be post flight inspected per the aircraft's POH post flight checklist.

### **Fuel Reserves:**

Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the intended landing destination, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least one hour at normal cruise. All cross-country flights must begin with at least the maximum required by regulations.



### **Collision Avoidance and Wake Turbulence:**

- Pilots should be alert for other aircraft at all times—in the air and on the ground.
- All pilots will adhere to the “see and avoid” concept and be particularly vigilant when in radar contact and under ideal weather conditions.
- Pilots will clear the area, both left and right, prior to making any turns or performing any maneuvers.
- Pilots will contact Air Traffic Control when available for traffic advisories while maneuvering in the practice area.
- Pilots will always scan the approach area prior to taking the runway and when turning from base to final.
- When taxiing in a congested area and in doubt about wing tip clearance, the pilot will shut down the engine and maneuver the aircraft by hand until sufficient clearance of the obstacle is assured or utilize ground marshalling.
- All school members should read **FAA advisory circular 90-48C, “Pilots Role in Collision Avoidance”**, also available in the flight planning room.
- Pilots are required to be aware of the perils associated with wake turbulence and low-level wind shear. All training pilots should read **FAA advisory circular 90-23E, “Aircraft Wake Turbulence”**, also available in the flight planning room.

### **Minimum Altitudes and Simulated Emergency Landings :**

- Except for takeoff and landing, no Washington International Flight Academy aircraft will be operated at an altitude below 500 feet AGL. Pilots will climb to locally mandated altitudes before turning crosswind on takeoff to comply with local Airport Noise Abatement Procedures.
- Minimum altitudes for all maneuvers will be as outlined in the Practical Test Standards for the certificate or rating for which training is being done.
- **Solo students will not practice simulated forced landings.**
- Stalls, steep turns, slow flight, and unusual attitudes shall not be initiated deliberately below 2,500 feet above ground level.

### Assigned Practice Area:

Before a solo flight, the student will be briefed by his instructor in regard to the location and limits of the practice area. Except when on an authorized cross-country flight, students must remain within the designated practice area. The description of the practice area for Washington International Flight Academy at Gaithersburg is found in Appendix A and also illustrated below.



**Student Pilot Solo Flight:**

- No student may begin a solo practice flight until it has been approved by a Washington International Flight Academy instructor who is present at the airport.
- Passengers will not be carried on any student pilot solo flights.
- Solo night flights will not be allowed. All solo cross-country flights must be back at Washington International Flight Academy no later than one hour prior to official sunset.

**Cross-Country Flight:**

- Destination airports for dual cross-country flights will be at the discretion of the flight instructor.
- Destination airports for solo cross-country flights will be chosen from the list of approved cross-country airports or those airports approved by the Chief Instructor or the Assistant Chief Instructor (list of approved airports for Washington International Flight Academy at Gaithersburg is found in Appendix A).
- No round robin flight plans will be allowed. A separate flight plan must be filed and activated for each leg of the flight.
- When planning a Cross-Country Flight all students will call Flight Service for a standard weather briefing including all NOTAMs pertinent to the flight in addition to gathering weather information from TAFs, METARs, FAs and any other weather and airport data necessary to insure the safety of the flight.
- A cross country log is maintained at flight dispatch which must be completed prior to departure (destination, route, expected time of return). The log will be signed by both the student and flight instructor.
- The solo cross-country flight must occur within fifteen (15) days of the dual flight. A renewal may be accomplished by reviewing cross-country procedures/requirements on a local dual flight. The renewal must be documented in the student's logbook and training folder.

**Additional Safety Practices:**

- All flights will be conducted and accomplished in accordance with the Federal Aviation Regulations.
- Aircraft will not be operated in a careless or reckless manner.
- Formation flight is prohibited.
- Spins will be practiced only with an instructor.
- The Pilot-In-Command is responsible for all Washington International Flight Academy aircraft and equipment when it is in their possession. The flight instructor is the PIC for all dual flights.
- An operable flashlight must be carried when flying at night.
- Student Pilot Solo flight between the period of 30 minutes prior until 30 minutes after night (as defined in FAR 1.1) is strictly prohibited.



# **Operations Specific to Washington International Flight Academy at Gaithersburg**

## **DESIGNATED TRAINING/PRACTICE AREAS:**

Washington International Flight Academy training flight originate from the Montgomery County Airpark (KGAI). The Washington International Flight Academy utilizes a practice area(s) defined by depiction in the included VFR Chart excerpt. If water is within the depicted area, at no time shall any aircraft fly beyond its power-off gliding range from shore. Aircraft will contact Approach Control when available for traffic advisories while operating in the practice area. Aircraft operating within the inland portion (if applicable) of the practice area will maintain an altitude sufficient to ensure safe terrain clearance at all times.

All airports may be used for time building or flight training under the following criteria:

The runway must be hard surfaced and paved with a length that is more than the required landing distance plus one thousand feet. Minimum runway width is 50 feet.

For flights at night the airport must have a rotating beacon and surface lights.

For Student Pilot solo flights the airport must have an open FBO with access to a telephone and flight planning. Fueling service must be available.

Approved Airport for Student Pilot Solo local and cross country flights:  
KGAI, KFDK, KDMW, KTHV, KLNS, KCXY

When flying to an airport under IFR conditions the airport must have two instrument approaches that rely on separate means of navigation.

Example: GPS approach and a VOR approach

See next page for VFR Chart excerpt illustration(s).

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VFR Chart excerpt illustration(s)..



I have read and I understand and agree to comply with the instructions, procedures, terms, and conditions set forth in Washington International Flight Academy's ***SAFETY & PROCEDURES MANUAL.***

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Student Signature

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Print Name

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Date