

# **Atlantic Aviation and Flight Center LLC**

## **Flight School Safety Policies & Procedures**

### **WEATHER MINIMUMS, DUAL AND SOLO FLIGHTS**

No dual or solo flight will depart KEWB unless weather minimums are reported to be and forecast to remain above FAR minimums for the type of flight to be taken (VFR or IFR). Student pilot minimums for a local flight will be: ceiling above 3000 feet AGL during the day 5000 AGL at night and visibility at least 10 miles with no haze reported. If haze is reported then the visibility requirement for practice area solos is fifteen miles. Maximum crosswind components will be: 9 knots +/- 10 degrees of the active runway heading for student solo pilots and/or CFI endorsement values, 20 knots for dual single engine instruction. For the instrument rating course, the flight instructor will ensure that no hazardous weather conditions are reported or forecast enroute or at destination.

### **FIRES:**

All students will receive training for various emergencies and equipment malfunctions, including fires. The manufacturers' procedures will be familiarized during training, and followed in case of an actual event. The student will be familiarized with regulations concerning incident and accident reporting, as well as the procedures for notifying AAFC Dispatch and Noreast Maintenance and fuel.

If, for any reason, an in-flight fire cannot be put out, the Pilot In Command shall declare an emergency. The pilot's primary concerns are maintaining useful consciousness, maintaining control of the plane, and maintaining the safety of all persons onboard. The pilot may need to select an off-airport landing site if a suitable runway is not immediately available. The safety of people supersedes any thought of preserving the airplane.

### **INSTRUMENT PANEL FIRES:**

If smoke or fire is detected behind the instrument panel, the main electrical master switch should be turned off. All windows and vents should be closed while extinguishing the fire to prevent fanning the fire. The cabin should then be ventilated to avoid inhalation of smoke or fumes. The airplane should be flown to the nearest suitable airport and landed pending inspection/ repair. If any electrical equipment is required during the remainder of the flight, extreme caution should be used to prevent a second fire. Every electrical power switch or button on the panel should be turned off (NOT IGNITION OR FUEL SOURCE). Any equipment associated with popped breakers should not be used or reset. Switches should be turned on one at a time, with enough time between each to verify each is not damaged, beginning with the main master. Only the minimum necessary equipment should be turned on.

### **NON-ELECTRICAL CABIN FIRES:**

All windows and vents should be closed while extinguishing/smothering the fire to prevent fanning the fire. The cabin should then be ventilated to avoid inhalation of smoke or fumes. The airplane should be flown to the nearest suitable airport and landed pending inspection/repair.

## **START-UP/ENGINE FIRE DURING START:**

There is a direct correlation between Engine Fires during Start and over-priming. The battery should have enough energy for a couple attempts at start-up, and fuel can always be added if the first attempt is unsuccessful. Once too much fuel has been added, the danger is present. If the airplane has flown within a few hours prior to the current flight, priming may not be necessary at all. The Operating Handbooks for both our C-172 series aircraft and PA-28 series aircraft mention priming as not always being necessary under Normal Starting Procedures. Two priming procedures are authorized for carburetor equipped engines:

1. Cold start in cold air: Use primer. Never add more than three shots between start-up attempts on C-172 series aircraft.
2. Cold start in warm air: No more than two shots of primer if aircraft has flown within the past two hours.

\*If an induction fire does occur, procedures as outlined in the aircraft Emergency Procedures Checklist will be followed.

## **ENGINE START & TAXI PROCEDURES**

Use of the checklist is mandatory. During the exterior inspection ensure the immediate area is clear of debris and obstructions. Ensure that the propeller is clear prior to starter engagement. During night operation the rotating beacon and navigation lights shall be turned on prior to engine start. NO aircraft will be hand-started. Established taxi routes will be adhered to, unless deviation is required to maintain a proper clearance from other aircraft, and taxi speeds will be appropriate to surroundings and hazards i.e., Dead slow on the ramp, moderate on the parallel taxiway and always such that brake failure will not precipitate an accident.

Extreme caution will be maintained at all times when taxiing from the Noreast parking ramp to the active taxi ways when the aircraft is within close proximity of other aircraft. AAFC aircraft will not be taxied closer than 20 feet of a fuel truck.

## **UNPLANNED LANDING PROCEDURES ON & OFF AIRPORT:**

In the event of an unplanned landing at an airport other than KEWB properly secure the airplane before going for assistance. All pilots will call AAFC on 508-979-7878 for instructions on the procedures to follow for re-dispatch to AAFC. Prior to re-launch all pilots will be completely familiar with all procedures for taxi, takeoff and departure from that, particular airport. If an unplanned landing is due to an emergency, do not fly the airplane until it has been checked, repaired as necessary and cleared for flight by an A&P mechanic authorized by AAFC. In the event of an off airport landing, secure the airplane by the best means possible and notify AAFC. NO student or renter pilot will attempt a takeoff from an unprepared surface.

## **AIRCRAFT DISCREPANCIES & CORRECTIVE ACTION**

Each student shall follow the procedures listed in the Training Course Outline for his/her syllabus. Discrepancies against an airplane will be reported to AAFC Dispatch in person or

by phone immediately so that prompt corrective action can be taken. NO student will attempt to fly an airplane with a reported discrepancy unless one of the following occurs: it is repaired and returned to service by an A & P mechanic; it is non-essential and placarded/rendered inoperable under the approval of an A & P mechanic and AAFC management. NO student will have an airplane repaired without authorization from AAFC. Only qualified company personnel may declare an airplane safe for flight with a known discrepancy. If, in flight, a malfunction requires an unscheduled landing, proceed as in Unplanned Landing Procedures above.

## **SECURING AIRCRAFT**

*Airplanes* will always be properly secured in the designated AAFC tie down areas, with minimum slack in the tiedown, centered such that the airplane can't roll forward or backward. There should be at least three feet between any parts of aircraft parked next to each other.

*Parking brakes:* All pilots will ensure the parking brake is set prior to pre flight and checking the fuel tanks. The parking brake will also be set during engine starting and run-up to prevent rolling.

*Control locks* will be installed after each flight. If the airplane does not have a control lock, the seat belt should be used to prevent the yoke from moving. When parking at an airport other than AAFC, the airplane will be properly tied down or secured in a hanger. It is solely the responsibility of the pilot in command to ensure that the airplane is properly secured after each flight.

*Pitot tube* cover will be properly installed after each flight.

*Cowl plug* covers will be installed no sooner than 20 minutes after the last flight of the day.

## **MANEUVERING AROUND THE NOREAST JET RAMP**

The Noreast jet ramp is a very busy tarmac, crowded with multiengine, turbo props, corporate jets and other larger aircraft. Simultaneous fueling, aircraft towing and start up operations occur during the day, evening and night. When walking to and from your flight lesson to the aircraft tie down area, do not walk behind any running jet aircraft or turboprop. Exercise caution so as to avoid the larger aircraft's jet and/or prop blast. Stay near and close to the building and hangar until well away from the larger aircraft. It is recommended that hearing protection be worn. When larger jet /turboprop aircraft have begun to taxi and move towards the taxiway, do not walk behind the larger aircraft's jet/prop blast or in front of the taxiing aircraft. Pay attention to fuel trucks during fueling operations and line personnel marshalling larger aircraft. Be cautious for aircraft towing and hangar operations occurring in the south customer hangar and north maintenance hangar. Transition the Noreast jet ramp so as not to interfere or create a safety hazard to any of the above operations.

In the event that the flight school aircraft tie down space is taken by other aircraft, contact Noreast Aviation on 122.77 and inquire as to where the aircraft should be temporarily parked. If personnel from the FBO cannot be located, taxi the flight school aircraft to an open paved area adjacent to the south hangar and the security gate so as not to block any

arriving or departing traffic. Notify Noreast line personnel or AAFC management as soon as practical to have the other aircraft removed from the flight school tie down.

## **MANEUVERING AROUND TAUNTON AIRPORT**

Taunton airport is a non towered airport and users are expected to exercise extreme caution when operating in the traffic pattern, and on all airport surfaces. The flight school tie down area is on the south facing ramp located directly in front of the flight school building. All aircraft are expected to be tied down when not in use.

All pilots are expected to self announce their position IAW AIM Table 4-1-1 and section 4-1-9 Traffic Advisory Practices at Airports Without Operating Control Towers. Pilots are expected to use the proper cross wind correction inputs AT ALL TIMES when maneuvering around both facilities. The Taunton airport uses two wind direction indicators. One is located below the tree line on the south side of Runway 30/12. The other is located above the flight school building on the east /southeast end. ***It is not unusual to have the airport windsocks indicating different directions to each other making it difficult for the pilot to discern the appropriate runway in use. The predominant runway is 30.*** Therefore all pilots are expected to enter and exit the traffic pattern IAW AIM 4-3-3 and Figure 4-3-2 and, as often as practical, overfly the runway and monitor KTAN CTAF to best determine the runway in use. There are flight school imposed wind limitations on all private pilots operating from and to Taunton. These wind limitations are based on pilot flight hours, experience and the Maximum Demonstrated Cross wind component of AAFC aircraft.

## **FUELING, FUEL RESERVES, LOCAL AND CROSS COUNTRY**

If the flight school aircraft requires fuel and/or oil, contact Noreast Aviation on frequency 122.77 or call 774-223-8085. **1 quart of 50/100 (summer) 15W50(winter)oil will be added at 4 quarts by AAFC or line personnel only.**

Taunton Airport has an in ground refueling facility that is attended seven days a week from 0800 to 1700 local time. If the flight school aircraft is in need of fuel, the PIC will pull up to the pumping station and contact the refueling personnel on the CTAF @ 122.70 or call on 508-254-4617.

Aircraft will be serviced with the proper grade of aircraft fuel and oil on all flights. Refueling will be accomplished at airports only. Fuel quantity on preflight will meet minimums and full tanks for cross country flights. Students' cross-country flight plans will be checked for correct enroute times and fuel requirements for each leg. On cross country flights fuel reserves at final landing will be one hour reserve dual, and one and one half hours solo. For local flight (dual and solo), a one hour fuel reserve is required.

## **COLLISION AVOIDANCE, GROUND AND FLIGHT**

Prior to taxiing ensure the immediate taxi routes are clear of traffic. Adhere to all established taxi routes unless deviation is required to maintain a proper clearance from other aircraft. During night operation, position lights shall be illuminated prior to taxing and a taxi light will be used if installed.

Collision avoidance in flight will be maintained in accordance with the FAR/AIM. Clearing turns will be performed prior to entering the maneuver. Pilot will call clear i.e., "clear left"

prior to entering the maneuver. The pilot in command should periodically announce position and intentions on the designated practice area frequency 123.50 found on the practice area chart in the classroom.

## **MINIMUM ALTITUDE LIMITATIONS**

Minimum altitudes in general will be that altitude which will permit a safe landing in the event of an engine failure. Altitude for demonstration and practice of stalls, slow flight, and steep turns will be an altitude that will allow recovery to straight and level flight at least 1,500 feet above ground level or any obstacles within one nautical mile. Minimum altitude on descent for simulated forced landing practice will be 1000 feet above the highest of: the ground, people, vehicles, structures, or obstacles. Simulated forced landings may be executed to a landing on a paved public airport runway if the instructor verifies adequate performance and continuous availability of full power throughout the maneuver. Solo practice of forced landings is not permitted. In all cases, minimum altitudes and conduct of operations will be in compliance with those outlined in FAR Part 91 or the Practical Test Standards for the course.

## **PRACTICE AREAS**

Local training flights will be in the practice areas depicted on the chart located in the AAFC classroom, as well as on the following pages. All flights will be in compliance with Minimum Altitude limitations as listed above. Landing at airports other than KEWB will be at those airports designated by the student's flight instructor. Each student shall remain aware of any overlying or nearby controlled airspace, and shall only enter that airspace if cleared, has been familiarized by an instructor, and is legal to do so.

Alpha, Bravo, Charlie, and Delta practice areas depicted are for local solo and dual training, except when familiarizing a student with other nearby airports. All low-altitude (ground reference) and higher altitude (slow-flight, stalls, steep turns, etc.) flight will be conducted within these areas. The standard frequencies for the practice area is 123.50.

The four depicted practice areas are the "Southwest Area" Alpha and Bravo and the "Northeast Area" Charlie and Delta. These areas exclude all standard Class B, active Special Use, and active published aerobatics airspace/ areas. These areas also exclude any areas directly over communities or residential developments. The approximate dimensions are depicted on the following representations of the portions of the local Terminal Area Chart covering the area.

Southwest Area: Alpha: Little Compton to Tiverton to Southeast side of Fall River along Route 24, southeast along Route 195 South along Route 88 between the Westport Rivers ending at Horseneck beach.

Southwest Area: Bravo: Route 88 to Route 195 and 6, south and just west of UMASS Dartmouth (edge of KEWB class Delta airspace) west of New Bedford Harbor, Southwest long the coastline, past Allens pond (PVT) to Horseneck beach and Route 88.

Northeast Area: Charlie: Route 24 North past Taunton (KTAN) to the intersection of Route 495 and Route 24, Southeast along Route 495 east of the Lakeville ponds, Southwest along

Route 195 and North of Marion and Mattapoisette, north along the eastern edge of the KEWB Class Delta airspace.

Northeast Area: Delta: Route 495 North, east along Route 44 to Plymouth town and north of Plymouth Airport, south along Route 3, north of the canal and Restricted Area R4101, to intersection of Routes 495 and 195.

## **FLIGHT AUTHORIZATION**

All student pilots must check in with a flight instructor prior to all solo flights (local or cross country). On cross-country flights, student pilots must file a new flight plan with FSS and have log book signed at every point of landing. Commercial/Instrument/CFI students must check with a flight instructor before each solo flight. Flight instructors should physically see the latest METAR, TAF and PIREPs if applicable prior to each student's solo, verifying that the weather is within school limits, plane & pilot abilities, and endorsed limitations. "Chance" or "Prob" conditions should be considered just as likely as the rest of the report.

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