

UVSC Global Flight Training
Safety Policies and Procedures Manual
Change V

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

INTRODUCTION: Welcome to Utah Valley State College (UVSC) and the Global Aviation Science Department; aviation is a unique profession and many people dream about pursuing a flying career but only a select few ever fulfill those dreams. The United States of America is one of the best places in the world in which to follow such a career. In the past, the US Armed Forces offered many opportunities for aviation training, as have many private fixed base operators (FBOs), and aeronautical academies; but now a new force drives the training of professional pilots. Military cuts in recruitment and the high cost of private flight school tuition are causing many aviation students to turn their attention to state universities and colleges such as UVSC. It is well established that the American public wants to travel and more specifically travel by air, thus, there will always be a demand for airline pilots. The future is bright and jobs are available for those who decide to make their aviation dreams a reality by training at UVSC.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Note: This following declaration must be signed, dated, and submitted to the Department Chair or his/her representative by all students, certified flight instructors (CFIs) and employees prior to flying in a UVSC aircraft. A copy of this declaration will be retained along with a personal copy of the UVSC Global Flight Training Safety Policies and Procedures Pilot Manual before any UVSC aircraft is flown.

Declaration: I am a student, CFI, or employee enrolled or working in the Global Aviation Science degree program at UVSC; in the interest of safety and professionalism, I have read the UVSC Global Flight Training Safety Policies and Procedures Pilot Manual, and have ascertained that I understand its contents. Additionally, I understand that safety comes first in relation to flight training and have read this manual and agree to abide by the policies, rules, and regulations defined herein. As required by UVSC standards and regulatory guidance, I understand that it is my responsibility to ensure the information in this manual is available to me prior to enrollment in a course and before flying any UVSC aircraft.

I understand this manual does not cover every aspect of the Global Aviation Science Program. If I do not understand any part of this declaration then it is my responsibility to clarify those areas with a full-time member of the Global Aviation Science Department staff. I understand that I must retain a copy of this manual along with a copy of the student/CFI declaration for the duration of my flight training at UVSC, and that it is my responsibility to keep this manual up to date with the appropriate revisions making certain that I understand them.

I accept that violating these rules/regulations may subject me to disciplinary action. I further understand that this declaration is similar to a contract and that it is my responsibility when signing such a declaration to understand its content, implications and intent, and that it does not guarantee employment or successful completion of any certificate or certification.

Print Name

Date

Utah Valley State College Global Aviation Science Department **Flight Training Safety Policies and Procedures Manual**

Signature

THE PURPOSE OF THIS MANUAL

This manual outlines policies and procedures, rules, and regulations adopted by the Global Aviation Science Department. A career in the aviation industry is exciting, rewarding, and offers many challenges. The safety levels demanded by the aviation industry are tremendous, as are the consequences of neglect. A variety of strict standards is set in every area of aviation operations in order to achieve the required levels of safety. The goal of a professional pilot is to maintain these standards, which requires discipline, due diligence, and dedication.

It is important that students are exposed to professional standards of conduct and that they are able to practice them from the very beginning of their flight training. This manual is designed to improve the safety and quality of flight training at UVSC. Newly enrolled students, experienced flight instructors, faculty, and staff (where applicable) will be subject to all of the procedures outlined in this manual.

MANUAL USAGE

This manual is designed as a reference for UVSC Policies and Procedures and it is incomplete without a current copy of the applicable *Code of Federal Regulations*, (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. They are available from the UVSC bookstore and from most Fixed Base Operators (FBOs) at airports around the area. In addition, other FAA publications such as the *Pilot's Handbook of Aeronautical Knowledge FAA-H-8083-25*, and the *Airplane Flying Handbook FAA-H- 8083-3A*, will be used for training at UVSC. Other publications and manuals including all Jeppesen course curricula will be required during student course work and should be kept in a personal library and used as a reference during training.

MANUAL PARAMETERS

The Global Aviation Science Department has made every effort to ensure that the information and procedures contained in this manual are accurate, understandable, and up to date. Students and employees will use this manual to familiarize procedures, operations requirements, and appropriate actions while training under the UVSC banner. This includes procedures to follow during normal flight and ground operations, emergencies, where decision-making ensures protection of life, property, and UVSC equipment. Classroom performance is also discussed in this manual including flight instructor and faculty requirements.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

This manual, however, will not address every situation or emergency and it is imperative that each pilot learn the skills necessary to enhance the decision making process in relation to aviation safety and professionalism as defined by 14 CFR and AC 60-22 Aeronautical Decision Making. All UVSC students must have in their possession a copy of this manual any time they are flying, it is suggested that all employees that fly as PIC do likewise.

As the world of aviation evolves, changes are necessary; for this reason, publishers make use of revisions in most aviation related documents. This process avoids the cost and waste of replacing entire documents. The Global Aviation Science Department has adopted a similar format for this manual. In the event changes become necessary, each pilot has a responsibility to inform the Chief Pilot or Operations Manager of situations or events where changes may be needed in order to bring this manual up to date.

Revisions will be made available to all pilots who fly at UVSC and each individual is responsible for updating his/her own manual. When revisions are distributed or communication from the department or college is required, a Pilot Information File (PIF) binder will be used by dispatch to track and update this information. Dispatchers will monitor the file and each pilot will initial the PIF once the information or revision is received and understood.

Note: Revision dates are posted on the lower right-hand corner of the page. It is the pilot's responsibility to review appropriate sources regularly to ensure the reliability and accuracy of their own reference materials, including this Flight Training Safety Policies and Procedures Manual. The entire manual with changes will be posted on the UVSC Web site for easy reference; however, it is the student, CFI and employee's responsibility to keep his/her copy current.

DECLARATION PURPOSE

The purpose of this procedures manual and signed policy statement is evidentiary in nature and its purpose is to ensure that Global Aviation Science Department students, CFIs, and employees have accepted the trust placed in them by UVSC and the aviation community. Students, CFIs, and mechanics take upon themselves responsibilities that cannot be delegated, and it is incumbent upon each aviator and UVSC employee 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 students and CFIs must accomplish during training

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

at UVSC. When applicable dispatchers, administrative and line personnel must understand and abide by all of these procedures.

OBLIGATION

Note: Students, CFIs, and maintenance personnel are tested on their knowledge of this pilot manual and will be held accountable for its content. The lack of preparation will be readily apparent during initial training if the student, flight instructor, maintenance or ground support personnel have not reviewed this manual.

All Aviation Science students, CFIs and maintenance personnel enrolled or employed by UVSC must sign, date, and submit a copy of this declaration to the Department Chair or his/her representative which must be done prior to any and all flights. It is the responsibility of the CFI to ensure this document is placed in each student-training folder. Students, CFIs, and maintenance personnel must retain a copy of this declaration along with his/her personal copy of the UVSC Global Flight Training Safety Policies and Procedures Pilot Manual. All employees, and more specifically, dispatchers, maintenance and ground support personnel must be aware of these procedures, so training problems can be resolved in an expeditious manner. A copy of this manual must be on board all aircraft owned and/or operated by UVSC wherein points of contact (POC) and procedures in case of an emergency can be found during flight operations. New students should eventually understand the contents of this manual; however, chapter three must be read in its entirety before training can begin.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER I

1. GENERAL

1.1. ABOUT UVSC AND THE AVIATION PROGRAM

1.1.1. The UVSC Global Aviation Science program is designed to emphasize various facets of the aviation industry and UVSC students will be trained to standards of professionalism that exceed industry standards. Students at UVSC study aviation science, law, terminology, history, and the aerospace industry. The Federal Aviation Administration (FAA) has certified UVSC as a Flight School under 14 CFR Part 141 and looks to future certification under 14 CFR Part 142. The UVSC Global Aviation Flight School provides 14 CFR Part 61 training to the same operational training standards as required by 14 CFR Part 141. Traditional classroom settings or eCourse On-line class work provides students with a variety of learning possibilities.

1.1.2. Students generally study towards a degree in an Associate of Applied Science (AAS), or a Bachelor of Science (BS) in Aviation Professional Pilot. An Associate of Science (AS) degree is also available. After completing one of the two-year associate degrees, students may continue their education at UVSC to obtain a BS in Aviation Science, or a BS in Technology Management (BSTM) with an emphasis in Aviation Science. UVSC is continually increasing its career

Note: Students will find it advantageous to pursue a Bachelors degree. Many positions in the aviation industry specify or require a four-year degree as a prerequisite for employment.

choice possibilities and looks forward to graduate degree programs in the future.

1.1.3. The BSTM degree at UVSC is unique because it allows students to concentrate on a chosen major early in their advanced studies. The advantage of this approach is that it allows students to build upon and relate directly to a technical specialty as they undertake business-management and advanced technology courses.

1.2. GRADUATION REQUIREMENTS

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

1.2.1. To graduate with an Associate in Aviation Science, students will complete the required certificates and/or ratings where applicable and will ensure that both UVSC and department records are kept current. The following certificate and ratings are necessary to fulfill graduation requirements in aviation science:

- Private Pilot Certificate
- Instrument Rating Airplane
- Commercial Pilot Certificate, Single, and Multi-Engine
- Certified Flight Instructor (CFI)
- Instrument Flight Instructor (CFII)
- Multi-Engine Instructor (MEI)
- Thirty-Eight Hours of Technical Specialty Credits
- Seventeen Hours of Core Credits
- Nine Hours of Co-op Credits

1.2.2. To graduate with a BSTM with an emphasis in Aviation Science, students will complete the additional requirements listed below:

- Thirty-Six Hours of General Education Credits
- Forty-Four Hours of Specialty Core Credits

Note: Prior to flight training, each flight student must obtain an FAA third class Student Pilot/Medical Certificate. With approval of the Department Chair or his/her representative, a Part 61 student may wait until the first solo flight to obtain the required FAA medical certificate. To obtain this certificate, students must pass a medical examination with an FAA-approved physician and a list of those examiners is located at the Flight Operations Center (FOC). Flight instructors are required to maintain a second-class medical while employed by UVSC. Flight instructors should obtain a first class medical, which is (one time) required to achieve the highest rank and pay grade at UVSC. Once a flight instructor obtains a first class medical it can be used for one of the UVSC pay scale upgrades even though it may not be current, just remember to keep a copy.

- Forty-Four Hours of Discipline Core Credits

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

1.2.3. Substitutions may be required at times before a student can graduate; if this option becomes necessary, the Department Chair or his/her representative must obtain an exception to policy from UVSC before a substitution is granted.

1.3. GENERAL OPERATING RULES

1.3.1. Students and CFIs must comply with applicable CFR and UVSC aviation policies and procedures. In order to accomplish this, the material must be reviewed on a regular basis. During the review, care must be taken to ensure all changes to these procedures are kept current and updated in a timely manner.

1.3.2. UVSC flight instructors must approve all student (solo) flights; each student (private thru commercial) must be assigned to a qualified UVSC CFI throughout each training semester. If a student does not complete a specific core (flight) requirement during a given semester that course may be completed during the subsequent semester.

1.3.2.1. CFIs must maintain records on each student they are assigned; these records (Part 61 or 141) must remain at the airport in a secure location and are the historical property of UVSC. Student records are closed out and filed after each course is completed. These records may be signed out for a short period; however, the records must stay at the airport with the appropriate steps and paperwork completed prior to any records leaving the Flight Operations Center (FOC) area.

1.3.3. Substance abuse IS NOT an option and will not be tolerated in the aviation community; UVSC has a random drug-testing program for all employees and students. A full time employee will be established in writing to manage the drug-testing program and substance abuse issues will be dealt with in a severe way with potential civil or criminal penalties. The burden of proof to correct for a positive test will be on the student and/or employee.

1.3.4. In the interest of safety, disciplinary action may be taken against a student and/or CFI who disobeys any CFR, UVSC/Global Aviation Science Department policy, or any recommended procedure that compromises safety.

1.4. DEVIATION FROM UVSC POLICY: Pilots may deviate from the requirements and restrictions of this manual only to the extent required to meet an airborne emergency. The pilot in command (PIC) will report any deviations to a Chief Instructor/Section Leader as soon as conditions permit, but no later than three hours after landing. The PIC will submit a written statement within seven working days of the event when requested by the Chief Pilot, Operations Manager,

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

a Chief Instructor, Section Leader, or UVSC Safety Manager. All accidents will be reported IAW the National Transportation and Safety Board (NTSB) and FAA requirements. Additional reporting and documentation requirements are found in chapter four of this manual. Crew members in all accidents and certain incidents will be required to take a drug test IAW FAA and UVSC standards. This test is used by UVSC and applicable review boards and is discussed more fully in chapter seven of this manual.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 2

2. RESPONSIBILITIES

2.1. STUDENT RESPONSIBILITIES: The following section is designed to familiarize students with additional responsibilities while they are enrolled in the UVSC flight-training program. While making responsible decisions, students must perform each task to the best of his/her ability. Remember all pilots represent themselves, UVSC, the Global Aviation Science Department, and the entire aviation community.

2.2. ATTENDANCE REQUIREMENTS: Mandatory attendance is required for all simulator and Flight Training Device (FTD) lessons, scheduled aircraft flights, and certain flight related ground courses. UVSC and the Global Aviation Science Department make a concerted effort to run an efficient and effective flight-training program. The FOC coordinates the activities within the department. Each employee, including aircraft schedulers, dispatchers, line personnel, mechanics, students, and CFIs must help in this effort.

2.2.1. Students must notify dispatch 24 hours in advance to cancel a flight. This policy is required so that dispatch and the student/instructor are notified in a timely manner.

2.2.2. Flight accounts may be charged for flight and normal instruction time if a student fails to comply with the conditions of this policy and the 24-hour notification requirement is ignored.

2.2.3. UVSC will consider disciplinary action for students and/or CFIs who are consistently absent. CFIs are subject to similar disciplinary action; however, two unexcused absences could result in board actions.

2.2.4. Students who are habitually late will be treated as a cancellation lesson and billed accordingly.

2.2.5. FEES: Prior to flying UVSC aircraft, every student and/or CFI must show a positive balance in their account. Approval to fly with a negative balance must be obtained from an authorized agent of the department.

2.2.6. Dispatch maintains a record of all flight accounts and postings are made daily to each active account.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

2.2.7. Upon request, a student or CFI may obtain a statement of their flight account balance. It is the responsibility of each student and CFI to ensure there is enough money in his or her flight account to complete each certificate/rating or course.

2.3. **FLIGHT RECORDS:** Each student will keep a record of all flight time in an aviation logbook that meets the requirements of 14 CFR Part 61.51.

2.3.1. Pilots who are not at least a private pilot will keep their logbooks in their student folder at the airport.

2.3.2. Student folders are designed to meet 14 CFR Part 141 requirements for the purpose of documenting student training progress and pilot flight time. Student folders must be maintained with appropriate entries for all flights, FTD/simulator sessions, and ground lessons. Part 61 and 141 records will be maintained in the same manner, the Department Chair or his/her representative will review all Part 61 records, and the individual TCO Chief Instructor will review Part 141 records.

2.3.3. It is the responsibility of the student's CFI to ensure that all flight time is recorded in both the aviation logbook and training folder. Students must remember that these records are valuable historical records and must take responsibility in assisting his/her CFI in the record keeping process.

2.3.4. Completing requirements for pilot certification/ratings are taken from both the student folder and pilot logbook. A Chief Instructor reviews all records prior to any practical test, including hard copies of approved training records, computer records, or both. The FAA has provided a computerized Integrated Airman Certification and/or Rating Application (IACRA) program, which can be accessed at <http://acra.faa.gov/iacra> that allows an application to be completed electronically and students and CFIs must be familiar with the procedures. Chief Instructors will have additional duty requirements and UVSC administrative personnel must verify each application IAW appropriate procedures.

2.4. **RECKLESS FLYING/RECKLESS BEHAVIOR:** Acrobatic flight is forbidden in all aircraft that are not certified appropriately. Exceptions are spin training for initial CFI applicants for those students enrolled in an approved unusual attitude safety or acrobatic course. Reckless flying includes but is not limited to the following:

- Unauthorized Low Level flying Known as Buzzing
- Unauthorized Formation Flight
- Intentionally or Unintentionally Breaking a CFR or UVSC Policy

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- Flying Outside the Aircraft's Flight Envelope
- Performing Maneuvers not Authorized by the FAA or UVSC

Any student or CFI involved in an incident or accident involving reckless behavior is required to make a written report immediately to the Chief Pilot, Operations Manager and his/her assigned Section Leader; a copy of the report will be forwarded to the applicable Chief Instructor/Section Leader and the students CFI. The UVSC Safety Manager may require follow up reports even if the incidents or accidents are not reportable by the FAA, National Transportation and Safety Board (NTSB), or the State of Utah.

2.4.1. Reportable incidents/accidents include but are not limited to the following:

- Any UVSC Pilot who Gets Lost
- Flight into Unsafe Weather or Environmental Conditions
- Any UVSC Pilot Involved in a Near-Miss or Mid-Air Collision
- Any UVSC Pilot Involved in an Accident that Leads to Aircraft and/or Property Damage
- Any UVSC Pilot Involved in a Verbal or Physical Altercation
- Any Emergency or Precautionary Landing
- Ground Accidents/Incidents that Leads to Aircraft or Property Damage
- Any UVSC Pilot Reported to be Operating in an Unsafe Manner

2.4.2. It is the responsibility of a Chief Instructor or Section Leader to investigate circumstances surrounding all incidents/accidents. Authorized UVSC personnel will conduct an inquiry to determine the cause of each incident/accident and take steps to reduce the probability of a reoccurrence. If the department finds the incident or accident to be the result of negligence, carelessness, or recklessness, the student and/or CFI will receive disciplinary action and be subject to removal from the program. The UVSC Accident Prevention Program will be updated and reviewed by the FOC, all dispatchers, and employees/CFIs must initial that they have read and understand the program and procedures.

2.5. PILOT INFORMATION FILE: The Pilot Information File (PIF) is a uniform means verifying distribution of (time critical) information to all pilots. This information is posted as numbered PIF items and each pilot/CFI and mechanic will be accountable for information distributed by the administration through the PIF system. Pilots may not fly as PIC of a UVSC aircraft unless acknowledgement is made of the latest PIF entry. The PIF is a single binder,

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

maintained at the dispatch counter consisting of information pertinent to safety and includes but is not limited to the following:

- Items affecting Safety of Flight
- The Latest Safety Meeting Information
- Letters of Instruction (LOI)
- Maintenance Issues/Changes
- AFM/POH Revisions
- Other Administration Items

2.5.1. Pilots will ensure they have received, read and understand the information required by UVSC and the Global Aviation Science Department by signing the updated PIF information.

2.6. DOCUMENTS AND PUBLICATIONS: Pilots and instructors will maintain an appropriate reference library. The library will consist of flight planning material and publications suited to each pilot qualification course; including applicable aircraft handbooks, flight manuals, flows, checklists, and emergency procedures for each make and model of aircraft. It is impossible to include every reference item needed; however, CFIs and administrative personnel will keep current and outdated course materials including other items as reference material. Each CFI, student, and administrative personnel will add to the library as the need arises and make this reference material available to students during training. The Global Aviation Science Department has its own computer server where much of this reference material is located. Administrative personnel have access to this material and can make changes when necessary. Students and CFIs have limited access to much of the material; however, faculty and administrative personnel will provide access to students based on need. The use of all research material is authorized to any student who is enrolled in Global Aviation Science Department programs.

2.6.1. The UVSC library system has a sufficient quantity of reference material in two locations; the main campus library and the alternate aviation library located in the Fire Science Building at the Provo Municipal Airport. These two libraries provide a variety of reference materials from many of the aviation vendors in the United States and the federal government. Part 61 and 141 items, including videos and practice knowledge tests are made available for all students enrolled in courses at UVSC. Faculty members including instructors will use these facilities to help augment their classes; all aviation students and employees may use these two library facilities as the need or desire warrants such use. Each Chief and Assistant

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Chief Instructor, ground instructor and numerous employees have additional reference material that is available for use by students. Many of these reference items can be loaned out on a temporary basis by the department and are used by students during each semester.

2.7. ADMINISTRATION

2.7.1. All students, CFIs, and employees must meet administrative requirements set forth by the Global Aviation Science Department and UVSC. An attempt should be made to resolve administrative issues with a supervisor before the department approved Chain-of-Command is breached. Employer/supervisor and employee relationships must be maintained and a communication dialogue continued under all conditions. Communication is the most important means by which problems are resolved and time sensitive issues must be cleared by administrative personnel as soon as an issue surfaces.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 3

3. OPERATIONS

3.1. LOCAL FLYING AREA

3.1.1. All pilots must check weather, NOTAMS and TFR information prior to flying any UVSC aircraft. The local training area for pre-certificated (solo) pilots is defined as PVU and training areas C, D, E, and the Spanish Fork Airport when so endorsed. Two-way communication from Eagle Base is mandatory prior to leaving on a flight in the local area; students must maintain contact with dispatch on 123.5 every thirty (30) minutes. In case of emergencies, dispatchers will keep a log while students are soloing in the training areas to monitor student progress. Students who are on a solo flight in one of these four areas will communicate with flight dispatch every thirty minutes while flying in UVSC aircraft. When a student leaves one of these four areas a flight plan must be filed (activated and closed) with a live briefer/forecaster.

3.1.2. The local training area for certificated pilots includes those areas listed in paragraph 3.1.1. above, plus training areas A, B, & F, Salt Lake International, Salt Lake # 2, and Ogden Airports. Two-way communication from Eagle Base is mandatory prior to leaving on a local flight. All pilots must maintain contact with Eagle Base on 123.5 every forty-five (45) minutes unless communication with Salt Lake Approach or applicable tower and/or CTAF is maintained. When a pilot leaves one of these six areas a flight plan must be filed (activated and closed) with a live briefer/forecaster, including flight-follow/communicate every forty-five (45) minutes with one of the agencies listed above.

3.1.3. For all flights beyond 50 NM (except in those situations listed above) and the areas listed in paragraph 3.1.4. below, pilots must file a flight plan with the servicing Automated Flight Service Station (AFSS). Computer automated flight services such as DUATS may be used; however, flight plans must be verified by the student's CFI and/or dispatch personnel that are updated with an applicable AFSS before and during flight. Along with filing a flight plan, obtaining appropriate weather, Notice to Airman (NOTAM), and Temporary Flight Restriction (TFR) information is required. A copy of these documents must be reviewed by a dispatcher and left at the FOC. Entire weather reports are not required to be on file; however, the FOC must see the report and ensure an authorized instructor has approved the flight. Local NOTAM and TFR information must be checked to ensure appropriate facilities are active before authorized

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

training can take place; examples include navigational facilities, TFR information throughout local and distant areas including pilot reports where applicable.

3.1.4. The local area designated for flight instructors is an area from Delta VOR to the South, Brigham City to the North, Tooele to the West, and Heber City to the East. CFIs must maintain radio contact with Eagle Base by communicating or flight-follow with Salt Lake Approach, Cedar City Radio, Salt Lake Flight Watch, or another UVSC pilot. When an instructor leaves the local area as defined above, a flight plan must be filed (activated and closed) with a live briefer.

3.1.5. Approved airports are located at the FOC and in paragraph 3.27. of this manual and include airport level 1 thru 5 as appropriate to the student/CFIs certificate.

3.1.6. Current Airport Facility Directory (AFD) information must be obtained for airports used by each UVSC student, mechanic, employee, or CFI. Appropriate procedures will be used while flying in the high-density training areas specified by the AFD and appropriate sectionals as specified in paragraph 3.1.8. below.

3.1.7. When a student pilot plans to use one of the specified training areas, a dispatcher must be notified where he/she will mark legibly (on the scheduling board or flight log) which area training is to take place. Once an aircraft departs the training area, Eagle Base is notified and a dispatcher will remove the aircraft from the scheduling board so that other aircraft can use the training areas. Each training area is limited to a specific number of training aircraft. Areas A and B are primarily used for commercial and instrument training and can safely accept four aircraft (two high and two low) in the airspace. Areas C, and D are primarily used for the private pilot training program and can safely accept two aircraft each (one high and one low) in the airspace. Area E is a more populated area, and it will accept two aircraft if the pilot/CFI maintains correct distances from populated areas, and communicates with participating aircraft. Remember it is the sole responsibility of the PIC to maintain separation from other aircraft. Although transient aircraft may not be communicating on the correct frequency, it is the responsibility of UVSC aircraft to communicate on Eagle Base. Monitoring both Eagle Base and the applicable CTAF is mandatory for UVSC Flight Instructors and, when practicable, students.

3.1.8. Pilots must be observant and know which training areas are being used. Coordination with aircraft/crewmembers in the training areas will take place on

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Eagle Base frequency 123.5 as specified in the AFD and 122.8 or 122.9 as applicable for aircraft not complying with the appropriate procedures. As a minimum, a call will be made upon entering and exiting the practice area.

3.1.9. Provo or Spanish Fork CTAF/UNICOM will be monitored for traffic not aware of the procedures established in the AFD. If radio contact with transient traffic takes place over CTAF then only minimal communication will take place. Care must be taken when working around the Spanish Fork Airport due to the fact portions of areas C, D, and E are in close proximity to class G airspace. When possible, communication with pilots in this airspace should be made on 122.9, especially when flying west of the road running from Payson north to Lake Shore. When it becomes necessary to report a location, it is accomplished by reporting distances in nautical miles and radials from the PVU VOR. PVU Tower frequency (125.3) will be used whenever aircraft are within the PVU Class D Airspace. Each PIC must make an individual decision as to how close to the PVU airspace 125.3 will be monitored. When on an instrument approach and not in communication with SLC Approach (south of PVU Class D Airspace) UNICOM 122.8 will be monitored for local traffic.

3.1.10. UVSC FAA approved traffic pattern procedures at PVU will be used when traffic or conditions warrant their use. UVSC aircraft will not fly over water further than gliding distance from land unless approved flotation devices are available for each occupant. FAA approved UVSC traffic pattern procedures will be used until such time a tower at PVU becomes operational; it is imperative that UVSC aircraft maintain separation by communication on Eagle Base during training operations.

3.1.11. Unusual Attitude Safety Training (UAST) is part of the curriculum that will include specific training for each certificate or rating. The training will take place in an FAA approved maneuver box specified located in training area Bravo and will be found in the AFD and on the new Salt Lake/Las Vegas Sectional Charts. Aircraft participating in USAT must comply with the radio and communication procedures established in paragraph 3.1.2.

3.2. PILOT-IN-COMMAND

3.2.1. Only registered UVSC students, employees, or contractors possessing a valid FAA pilot certificate and appropriate medical who have successfully completed the applicable checkout may pilot UVSC aircraft. Special complex and high performance aircraft checkout procedures are completed through the applicable Chief Instructor or Section Leader IAW procedures found in paragraph 3.20. of this manual.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.2.2. The PIC will occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when approved by a Chief Instructor under the following circumstances:

- Authorized Formation Flights
- When Prohibited by the Airplane Flight Manual (AFM)
- When Weight and Balance Considerations Dictate Otherwise
- When the Pilot is a Flight Instructor Conducting Flight Instruction or Receiving and/or Administering Flight Checks
- When a Pilot is Enrolled in a UVSC Instructor or Commercial Pilot Training Program, has been Endorsed by a Flight Instructor for Solo Flight in Either Seat, and is Flying Under Visual Flight Rules (VFR)

3.2.3. Student pilots will seek guidance from their CFI, a Chief Instructor, the Operations Manager, or Chief Pilot if there is a question about a policy, safety limit, procedure, or regulation. The burden is on the student, PIC, employee, or CFI to ensure that the correct procedures and/or policies are followed. UVSC will continue to ensure that the best possible training and standardization programs are maintained above Part 141 standards.

3.3. AIRCRAFT SCHEDULING

3.3.1. Primary training aircraft are scheduled Monday through Saturday. Students and CFIs are required to meet their scheduled training times and will return their aircraft to dispatch at the end of each training block. Students/CFIs who are unable to meet their scheduled block time will notify dispatch at least 24 hours in advance. Pilots and CFIs who fail to meet this requirement could be charged accordingly. Dispatchers will only keep aircraft for ten minutes past a specific training period wherein the aircraft will then be put in the normal daily training pool and used as the need arises.

3.3.2. Students fly on a Monday-Wednesday-Friday or a Tuesday-Thursday-Saturday schedule; not all aircraft are scheduled through the bid system and Saturday usually is an open scheduling day on a first come first serve basis using [HTTP://schedulebook.com](http://schedulebook.com) . Only a Chief Instructor/scheduler may approve changes that affect other student's and/or CFIs. Instructors have a special code that allows them to schedule aircraft three weeks in advance and are not to give their code to anyone else. If a CFI gives his/her code to others, he/she will lose the

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

privilege of scheduling aircraft. Students have a personal code that allows them to schedule on schedule book two weeks in advance, however, they are only authorized to change their own schedule. If a student and/or CFI needs an aircraft for a long cross-country/overnight trip and the aircraft are already scheduled, then each pilot and/or CFI scheduled must give their approval before the aircraft is released. All appropriate paperwork must be filled out, signed, and filed with the FOC before a flight is taken in UVSC aircraft. If problems occur then contact your CFIs Section Leader for assistance.

3.3.3. Students currently flying in a Flight-Training Period (FTP) have priority for those FTPs until the semester ends. Students desiring to get a FTP with a particular instructor will check with the scheduler for available FTP times. New students are given open FTPs during the first part of the semester on a seniority basis only if the CFI supports the program 100% and his/her seniority is not taken for cause. If the seniority is lost for any reason, the student will have to wait until the next semester to regain his/her seniority position. Accelerated or Fast Track (FT) programs are part of the Global Aviation Science Department's curriculum and are ongoing throughout the year. FTPs will be adjusted to meet the needs of these FT programs and students will be given priority for training periods as required by strict course requirements.

3.3.4. Grades become a difficult issue during the end of each semester, especially when a student does not complete a flight course due to circumstances beyond his/her control, i.e., weather, or maintenance problems. Incomplete grades are given to flight students who are not able to complete flight courses; once the course is completed then the appropriate grade is changed through the UVSC grade change procedure. The Department Chair/Chief Pilot or an assigned representative will approve grades given for flight courses not completed; tracking student progress is mandatory and it should only be done in extreme cases. Students must be aware that they may not graduate without a commercial certificate and care must be taken when matriculating into the aviation program.

3.3.5. Private pilot students are generally limited to FTPs during daylight hours; however, if a student needs the training, CFIs will schedule night flights in sufficient quantity to help each student become proficient. This includes a night endorsement required by FAR 61 and additional night training ensuring students are safe to fly at night after the practical test is completed.

3.3.6. There are a limited number of FTPs during daylight hours; instrument students will primarily use the FTPs available in the morning and evening hours.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Commercial students are primarily limited to flights during the daylight unless an aircraft is not being used and a student needs the night flying experience. Nighttime represents one of the best training environments; it allows students to feel and hear problems before they develop. There are no time constraints or limits on the amount of nighttime students are allowed to obtain. Training at UVSC should include sufficient nighttime so that a CFI can feel comfortable with a student flying after the practical test is completed. Many accidents and/or incidents occur when a new certificated pilot is endorsed to take a particular practical test but is not current or proficient at night. The FAA does not require inspectors or examiners to test applicants at night and hold the student's CFI accountable for student training. Because of this fact, UVSC will hold all CFIs to a higher level of accountability in night training for students in all courses.

3.3.7. UVSC maintains a small inventory of aircraft suitable for short cross-country flights. These aircraft may be scheduled up to two weeks in advance through [HTTP://schedulebook.com](http://schedulebook.com) IAW department scheduling procedures and when necessary the appropriate documents are

Note: UVSC aircraft are used for training and each PIC must ensure appropriate rules are observed. There are times that administrative flights may be approved; however, the Department Chair or his/her representative, Chief Pilot or Operations Manager must approve these flights in advance.

completed and filed before the flight is taken.

3.3.8. Many cross-country flights cannot be completed during the two-hour time FTP allocated for students; Part 141 stage checks and practical tests generally require more time. These flights must be prearranged with dispatch after coordinating with the pilot(s) scheduled during a particular time slot. Practical tests must be scheduled by a Chief Instructor or designated UVSC employee; practical tests have priority over other flights including flights listed on schedule book.

3.3.9. A pilot can obtain a login and password for www.schedulebook.com from a UVSC scheduler. Authorized personnel will use assigned passwords and students will only be able to change their own schedule; changes must be done 24 hours in advance so that a sufficient amount of time is available for that period to be used.

3.4. **REQUIRED EQUIPMENT:** The PIC will ensure appropriate survival and safety equipment is carried onboard UVSC aircraft for night and cross-country

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

flights. The FAA and the military services have many publications that discuss what is appropriate to take on cross-country flights. During summer and winter flying conditions, the Chief Pilot, Operations Manager, or a Chief Instructor can help students determine the appropriate survival gear to use (see appropriate PIF).

3.4.1 The PIC will ensure an FAA approved personal flotation device (PFD) is available for each occupant of an airplane operated over water and beyond gliding distance from land. Care must be taken to ensure that (west side) traffic pattern operations at PVU are made to preclude over-water operations without proper floatation equipment.

3.4.2. The PIC will ensure that oxygen is available for all crewmembers and passengers as required by CFR Part 91 when flights are flown at those altitudes.

3.4.3. The PIC will ensure appropriate cross-country equipment is onboard the aircraft when flights to airports lacking the necessary support equipment to satisfy UVSC safety requirements. Depending on what equipment is available at the destination airport, the PIC will take or sign out part or all (pilots may have a portion of these items themselves) of the items listed below:

- Tie down Ropes
- Control Lock
- Pitot Tube Cover
- Stall Warning Plug
- Re-fueling Folder/Card with Instructions
- Emergency Telephone Numbers Located in this Manual
- Flight Training Safety and Procedures Manual
- Aircraft Keys
- Wheel Chocks
- Other Items that May be Necessary

3.5. **CHECKLISTS:** UVSC supplies a consolidated aircraft checklist for each make and model of aircraft. These checklists include the items contained in the manufacturers approved Aircraft Flight Manual (AFM) and/or Pilots Operating Handbook (POH) and the use of these checklists is mandatory. Students will purchase checklists for each aircraft they plan to fly during training. Approved Information Manuals (IMs) are also available for purchase at a nominal cost and students, PICs and CFIs must ensure appropriate manuals are available before each flight. Dispatch personnel try to insure these manuals are up to date; however, it is

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

each PICs responsibility to ensure the appropriate manuals are used. Additional pilot and maintenance manuals are available at the FOC and maintenance section to help pilots learn what is required during all flight operations.

3.6. DISPATCH PROCEDURES: The Global Aviation Science Department FOC is the aviation hub where flights originate and all aviation activities are centered. Each dispatcher working in the FOC represents UVSC, the Global Aviation Science Department, and the aviation community at large. It is imperative that each dispatcher ensures that department rules are observed. Dispatchers are critical to safety and a dispatcher may be the last line of defense to keep a mishap or accident from occurring.

3.6.1. Authorizing flights and fostering good customer relations is what a dispatcher does during the day, in fact, a dispatcher is the last link in whether a student, CFI, or an employee is approved to fly. The administration wants to make sure each dispatcher has the knowledge, ability, and authority to make decisions safely. Discipline is one of the keys for employment as a dispatcher as the job requires knowledge of all aspects of flight and a mastery of customer relationships.

3.6.2. The following items will be computer checked by a dispatcher prior to releasing an aircraft for a student to fly:

- Verification of US Citizenship or Background Check
- Current Medical (3rd Class for Students and 2nd for CFIs)
- Student Assigned to a Qualified UVSC Instructor
- Currency Requirements Verified
- Enrolled or Employed by UVSC
- Minimum Funds on Account of \$200
- Applicable Flight Endorsements
- Aircraft is On-line/Available
- Dress Standards are Met

3.6.3. Dispatchers are responsible to keep aircraft from being released when they are off-line. Once an airplane is dispatched, the PIC makes the final decision whether an aircraft is safe to fly. Refueling occurs each morning unless the PIC makes a special request that changes the fuel requirement. Dispatchers and linemen must check the previous days log to ensure that special requests are filled. For safety reasons, dispatchers and line personnel will not top an aircraft off during the summer months. To standardize refueling procedures, the Piper fleet will be

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

filled to the tabs; however, it is the PICs responsibility to ensure there is sufficient fuel for each flight and refueling procedures are accomplished IAW the UVSC standards listed below:

1. If a student is placed on the *No Fly List*, approval to return to flight status must be obtained by the applicable CFIs Chief Instructor/Section Leader, and Operations Manager before the student is removed from the *No Fly List*.
2. CFIs that are placed on the *Not Fly List* must obtain approval from their Chief Instructor/Section Leader and where applicable Chief Pilot.
3. The operations computer program is the key to ensure all records are kept current. Administrative personnel will keep confidential notes on the *Internal Use Only* portion by specifying each entry by name and date.
4. The Global Aviation Science Department's accountant handles financial restrictions, and any student or CFI who does not carry a positive balance of at least \$200 must get approval to continue flying.
5. Passengers will not fly in department aircraft unless a UVSC

Note: Financial assistance loans obtained through the UVSC Financial Aid Department are specifically intended to be used for flight training and educational expenses. Global Aviation Science Department personnel will normally return all unused funds to the providing institution if a student is expelled and/or withdraws from UVSC. Written arrangements from an authorized UVSC agent must be made before any student can fly with a negative account balance.

employed CFI is on board and has access to a set of flight controls.

Under certain circumstances, the Chief Pilot or Operations Manager may make an exception to this policy; however, the appropriate paperwork must be on file with the FOC prior to flight. These flights are generally considered introductory flights and the passenger must be enrolled in a flight course or the PIC must be building time that leads to an FAA certificate and/or rating.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

6. Dispatchers and pilots must ensure aircraft Hobbs sheets are accurate. Department staff personnel audits these records on a regular basis and they must be ready (when requested) for FAA or UVSC inspectors.

7. Dispatchers will attempt to ensure that all FAA and Department policies and procedures are observed. All pilots and certain other designated employees must review the UVSC Global Aviation Science Department Flight Training Safety Policies and Procedures Manual as often as is needed to ensure currency. As changes occur, they must be posted and communicated to all students, CFIs, and employees involved in the flight program.

8. Dispatchers will help administrative personnel (as time permits) with extra duties such as filing, refueling, and general housecleaning. Additional procedures may include answering phones, securing and refueling aircraft, including other duties assigned by administrative personnel.

9. Dispatchers will maintain a daily dispatch log so they can verify that department procedures are being followed. Such entries include but are not limited to: 1) Record of distinguished visitors; 2) a record of all accidents or incidents that are recordable or reportable (see accident plan); 3) a current list of solo students that fly in one of the four approved training areas during the day; 4) items listed in Paragraph 3.10.4. & 3.10.7., and 5) other items that the duty dispatcher or the administration feels is important to record.

3.6.4. Dispatchers and linemen will arrive at least 30 minutes before the first aircraft is dispatched. Students and CFIs should arrive at least fifteen minutes before their scheduled flight in order to complete a pre-mission briefing and be ready for their scheduled training period. Dispatchers will have a sufficient number of aircraft ready by the first flight-training period. Each semester offers a different challenge and dispatchers must be able to handle unusual or difficult situations. If a dispatcher has a problem that is not easily solved, then the chain of command will be notified. During winter months, or as weather conditions warrant, most aircraft should be put in a hangar overnight so that the aircraft can be available for training for the early morning training periods. Caution, however, must be taken during conditions that allow for ice and frost to develop (see paragraph 3.27.7.) on UVSC

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

aircraft. Dispatchers will complete the following items each morning prior to dispatching aircraft for training:

1. The front doors are unlocked and security alarms are disarmed.
2. An initial opening **log** entry is made.
- 3 Turn on CTAF and Eagle Base radios and as time permits make a radio check.
4. Check the dispatch board and update the aircraft status.
5. Check with the night maintenance crew (if on duty) to ensure minor discrepancies from the previous day were corrected.
6. Open the key box, complete a key inventory, and make a **log** entry as to the status of all keys.
7. Unlock the dispatch cabinet and check to see that each dispatch bag contains the following:
 - a. A current Airplane Flight Manual (AFM) and/or Pilots Operating Handbook (POH).
 - b. A three ring dispatch binder that contains:
 - (1) A Current Hobbs Sheet
 - (2) An aircraft Status Sheet
 - (3) A Current Procedures and Emergency Checklist
 - (4) A Current Copy of Airworthiness and Registration Certificates
 - (5) A Copy of Aircraft Flows where Applicable
 - (6) Blank Discrepancy Sheets
 - (7) Aircraft Keys
 - (8) Post Flight Check List
 - c. A Fuel tank Indicator and sample drain tube (could be in A/C).
8. Dispatchers will ensure that UVSC cross-country procedures are followed and that **log** entries of all training flights are made where flight following by ATC or AFSS is not possible.
9. Unlock the Part 141 student record cabinet.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

10. Make sure the computer room is open, the computers are turned on and that they are in working order.

11. On overnight flights, make sure the appropriate documents are completed and filed.

12. The following items are needed for overnight cross-country flights:

- a. A Fuel Tank Indicator
- b. Fuel Sample Drain Tube
- c. Pitot Tube Cover
- d. Stall Warning Plug
- e. Control Lock
- f. Extra Oil
- g. Tie-Down Ropes
- h. Chocks

13. Pilots must file a flight plan with an AFSS briefer and must obtain weather, NOTAM & TFR information even when a contracted service such as DUATS is used. Anytime a flight plan is filed, the PIC should ask for the initials or last name of the briefer and put it on the flight plan next to the call sign. For Sunday and holiday flights, arrangements must be made in advance so that the aircraft and the appropriate dispatching

Note: Not every procedure can be written or explained, so it is important that each dispatcher be familiar with school policies and procedures. The chain of command is notified if whenever a safety issue is compromised. If a situation comes up that a dispatcher does not understand or a policy needs clarification, contact the Chief Dispatcher or Operations Manager.

paperwork can be completed prior to flight. A flight plan must be filed any time the FOC is closed even if the flight is local or stays in the traffic pattern.

16. Dispatchers and line personnel will maintain a clean and organized dispatch area that helps create a professional atmosphere within the FOC.

3.6.5. Closing procedures are as important as opening procedures. Dispatchers must ensure each step in this process is completed or small problems can

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

become magnified. Dispatchers must take the initiative by responding to problems before they become serious. If a dispatcher finds a problem developing beyond his/her ability to solve, contact the Chief Dispatcher or Operations Manager. Remember *safety* comes first and we do not want to put students or employees at risk. The Global Aviation Science Department expects high standards from all employees and UVSC dispatchers play one of the most important roles in this process.

3.6.6. The FOC remains open whenever training occurs. Dispatch arranges for training flights after hours; however, it is very important to work out the details ahead of time. With proper authority and as part of these arrangements, the PIC must complete the following:

1. File a flight plan (even for local flights) with Cedar City AFSS.
2. Ensure that the destination point of contact (POC) on the flight plan is the PIC or a person who has knowledge of the flight.
3. Make sure the telephone number reported on the flight plan is a current working number.
4. Ensure approval paperwork is on file with the FOC prior to departure and that the flight plan is closed in a timely manner with the applicable AFSS.

3.6.7. Although it is primarily the PICs responsibility to perform these functions, a dispatcher must ensure they are completed and filed with the FOC. The Global Aviation Science Department is responsible for the safety of the entire aviation program and although the FAA does not require pilots to file a flight plan, department policy does.

3.6.8. Dispatchers will complete the following items before the FOC is closed:

1. Paperwork is on file for those aircraft that are out past closing.
2. Lock the Part 141 filing cabinet.
3. Update the status board.
4. Call Operations Manager or Chief Dispatcher if required.
5. Give the night maintenance crew any aircraft discrepancy sheets that were not completed by the day crew.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

6. Ensure that all computers and the radios are turned off.
7. Check all aircraft dispatch bags (including FTD logs) and lock them in the security cabinet. Ensure the bags contain the items listed in paragraph 3.6.4.7.a &b. and that all the aircraft are secure.
8. Complete a ramp-check and secure the aircraft and flight line (unless they are put in the hangar) as follows:
 - a. Check to see that all tie-down chains and/or straps are secured.
 - b. Check that all control/gust locks are in place.
 - c. Make sure both sides of the Evolution canopies are secured.
 - d. Check to see that each Pitot tube (when required) cover is installed.
 - e. Check to see that all ramp gates are closed and locked.
9. See that all lights (except security lights) are tuned off.
10. Ensure all water sources are turned off.
11. Update the status board for last minute changes.
12. Inventory all keys, lock the key box, and make a **log** entry.
13. If there are problems with completing the closing procedures, call the Chief Dispatcher or Operations Manager.
14. If and when a security alert is called or events requiring the chain of command to be notified, dispatch personnel must ensure the Accident Prevention Plan is implemented
15. Once the buildings and aircraft are secured and the last log entry is made, the front door of the hangars will be locked and armed. If the evening crew remains in the hangar overnight, they will stay until the morning crew relieves them, if they leave for any reason the building must be secured and armed.

3.7. **PILOT CURRENCY:** All currency flights must be recorded in the student and CFIs logbook including recording the required entries in the student training folders. Instructors will give students appropriate training on logbook entries, endorsement requirements, and the rules of splitting time; if there are questions a Chief Instructor should be consulted.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.7.1. Pilots and CFIs may satisfy currency requirements (once properly approved) by using a privately owned aircraft. However, CFIs are not allowed to fly with UVSC students in other aircraft not owned and operated by UVSC without written permission from the Chief Pilot. The Chief Pilot or a Chief Instructor approves CFI instrument currency flights in a Flight Training Device (FTD), Advanced Flight Training Device (AFTD), or flight simulator; if instrument currency is not maintained and a proficiency flight becomes necessary the CFI will pay for the proficiency flight. A Chief Instructor or the Operations Manager will record all proficiency and currency flights in the operations computer program.

3.7.2. Any student who fails to maintain currency must fly with a UVSC CFI. These currency flights are logged in the student's logbook and training folder. Currency requirements are listed below and it is important that CFIs maintain contact with each student to ensure all requirements are met. Students must have an assigned CFI for all courses at UVSC.

3.7.3. For currency purposes, a pilot with less than 200 PIC hours will complete three takeoff and landings within the preceding 60 days in each make and model of aircraft they wish to fly. Pilots with 200 PIC hours or more will have completed three takeoffs and landings in the preceding 90 days in each category and class of aircraft they wish to fly. The student's CFI is responsible for ensuring that each one of their assigned students is current. As a minimum, the inspecting CFI gives an oral, a written (emergency procedures) test, and a flight review to ensure competency. Entries in both the student's logbook and training folder are mandatory.

3.7.4. Instructors must maintain Part 61 and 141 currency requirements; if within the preceding 6 months, three take-offs and landings are not completed in the instructor's primary aircraft then the CFIs Section Leader must schedule a currency flight. Instrument currency flights are taken in an FTD, AFTD, or simulator and are recorded in the CFIs logbook and computer training record.

3.8. PILOT TRAINING

3.8.1. CFIs will conduct flight training using the Jeppesen Private, Instrument, Commercial, and CFI Pilot syllabus. The FAA approved Jeppesen course-training folders are used and dual maneuvers are graded. CFIs may use the letter "I" for maneuvers that are introduced to the student for the first time. Students will use a check \checkmark for maneuvers conducted solo. Lesson ten in the Private Pilot Syllabus will be completed before lesson nine (first solo) by a Chief Instructor, an Assistant

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Chief Instructor, or a qualified Stage Check Instructor. For standardization purposes, all UVSC instructors will use the approved training folder or the UVSC computer record system. Qualified Chief, Assistant Chief, or Check instructors will accomplish all End of Course (EOC) checks.

3.9. AIRCRAFT CHECKOUTS: Pilots will satisfactorily complete a written, oral and flight checkout for each make and model of aircraft they plan to use for training. A UVSC CFI must perform the flight check in UVSC aircraft and both flight and ground instruction must be logged in both the student's logbook and training folder. Aircraft that are similar, such as the Archer and Warrior *may* only require an oral, including a written and cockpit check by an authorized instructor.

3.9.1. A Chief Instructor or Assistant Chief Instructor will administer all initial and annual CFI flight checks, a record of these checks are logged in the CFIs logbook and the department's computer flight program. Chief Instructors are responsible for student records for those CFIs assigned to their section and must ensure that all records are updated whenever a CFI or student status changes. These changes include but are not limited to certificate and/or rating upgrades, changes to personal data, courses completed, documentation of ground-training, proficiency and/or currency flights, and disciplinary action.

3.9.2. An FAA Inspector or his/her representative will administer 14 CFR Part 141 checks for each Chief and Assistant Chief Instructor. As the need arises, additional Chief and Assistant Chief Instructors are hired and an FAA Inspector administers appropriate oral and practical tests. Once the student load increases to a point where the Chief and Assistant Chief Instructors cannot handle the daily requirements then Phase Check Instructors are submitted to the FAA for approval and are hired according to need. It may become necessary to establish Part 61 Check Instructors and the Chief Instructor for that particular TCO will regulate those needs.

3.9.3. The following flight checks are required for pilots to obtain or maintain PIC privileges. These flight and ground checks must be accomplished in the aircraft for which the privilege was requested. The following flight checks are required for all pilots:

- Initial Day Checkout
- Initial Night Checkout
- Annual Flight Checks for CFIs

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- Currency Flights
- Initial Instrument Flight Checks
- Flight Checks for IMC Privileges (See Paragraph 3.13.4.)

3.10. PRE-SOLO EXAMINATION

3.10.1. All pre-solo students will take two closed book examinations, one for the type aircraft her/she is training in and the FAA approved Jeppesen pre-solo written test. Flight instructors will give these two tests closed book to ensure students are familiar with the aircraft and procedures at UVSC and the local area. Each CFI will make an evaluation to determine if the student was prepared for the test. Once the CFI is satisfied that his/her student is sufficiently familiar to continue the student will correct the test open book.

3.10.2. After the tests are corrected, the CFI will correct each test to 100% and annotate the results on the written tests after review the test with the student. The CFI will then make a log entry in the student's logbook that the tests were corrected to 100%. The corrected grade and the review (corrected to 100%) will be placed student's record folder as required by the TCO and the round instruction will be annotated in the logbook and folder.

3.11. REFUELING

3.11.1. The Aviation Science Department employs line service personnel at PVU for refueling aircraft that are owned and operated by UVSC. Only qualified UVSC employees will refuel these aircraft at PVU except during maintenance down time, or when the FOC is closed and an aircraft needs fuel. After hour operations personnel will arrange (at a local FBO) for fuel so that it will not hinder training.

3.11.2. When it becomes necessary to purchase fuel from a self-service vendor at another airport, it is the PICs responsibility to ensure the aircraft is grounded and when so equipped bonded. The grounding equipment must be an approved type and the cable must remain attached to the aircraft (on the approved attachment point) until the fueling operation is completed. Line personnel ground the aircraft nozzle with a nozzle cable, clip, or plug, to a metallic portion (unpainted part) of the aircraft. Bonding occurs at the filler cap and the connection should be held in place before the filler cap is removed. If a plug receptacle or a means for attaching a clip or plug (bond) to the nozzle is not available, pilots should touch the filler cap with the nozzle before the fuel cap is removed. Contracted line personnel should ensure the refueling spout stays in contact with the filler neck until the refueling

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

operation is completed. Refer to National Fire Code 407 for further guidance or ask the servicing FBO for help if you are unsure of the operations procedures.

3.11.3. Active ignition sources must be kept at least fifty feet from any refueling operation. Pre-flights involving energized electrical systems or maintenance operations using similar electrical sources are prohibited during refueling. While pre-flighting at night, flashlights must be energized prior to inspecting fuel levels to reduce the chance of a fire.

3.12. GROUND OPERATIONS

3.12.1. Engines may be started and run-up at any UVSC approved tie down spot (after the area is cleared visually and verbally) providing appropriate safety measures are used. Engines may also be started at other locations at PVU providing the aircraft is in a position to prevent the propeller blast from damaging equipment, or endangering persons or property.

3.12.2. 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 AWOS information. Make sure the area is clear before leaving a parking spot and do not taxi on a runway unless there is no other means to get to the take-off point. Taxi speeds will be limited to a speed that allows an aircraft to stop safely before making contact with an obstruction.

3.12.3. Intersection departures are not authorized except from towered airports where a clearance has been requested and is issued. Pilots are encouraged to use the entire available runway except when training dictates otherwise. Performance planning information must always be determined IAW 14 CFR 91.103.

3.12.4. Engine run-up/maintenance and before take off checks will be conducted at prepared run-up areas; at PVU, these areas include the extreme north and south ends of the ramp in addition to the regular designated run-up areas. During engine operations, the airplane should be positioned into the wind for cooling or positioned so that the prop blast will not affect other aircraft, equipment, or buildings adjacent to the run-up area.

3.12.5. If it becomes necessary to taxi against the flow of traffic, the PIC must keep a wide enough wing span clearance within the taxi path or intersection to allow two aircraft to pass without forcing one to make a "U" turn. It is important that the PIC determine when safety is in jeopardy and another course of action is required.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Airports that use runways for taxiways can create a hazard where a go around may be the only alternative.

3.13. FLIGHT RESTRICTIONS: The following restrictions and standard operating procedures (SOP) apply to all UVSC pilots operating UVSC aircraft.

3.13.1. Day VFR weather minimums for local flights are 1,500-foot ceiling and 3 miles visibility. VFR weather minimums for cross-country flights are a 3,000-foot ceiling and 5 miles visibility from one hour before to one hour after the estimated time of arrival (ETA). It is important to ensure the ceiling is high enough to clear all obstacles and comply with all applicable CFRs.

3.13.2. Night VFR weather minimums are 2,500-foot ceiling and 5 miles visibility for local flights, and 5,000-foot ceiling and 7 miles visibility for cross country flights from one hour before to one hour after ETA including clearing all obstacles IAW applicable CFRS.

3.13.3. IFR weather take-off minimums for pilots with more than 50 but less than 100 PIC hours of actual instrument (AI) will be no lower than the lowest compatible approach minimums (ceiling and visibility) at the departure airport, or the takeoff minimums listed in the US Terminal Approach Procedures for the applicable airport, whichever is greater. At no time will any pilot take off with less than the takeoff minimums for the applicable airport.

3.13.4. Instrument Meteorological Conditions (IMC) will not be flown in UVSC aircraft unless the following procedures and conditions are followed: Pilots with less than 50 PIC hours of actual instrument, (AI) logged, be approved in writing and observe the following conditions:

- All anti and deice equipment installed on the aircraft must be operational prior to accepting and IFR clearance.
- Ceiling and visibility at the departure airport is at least 1,000-foot ceiling and 2 miles visibility.
- Ceiling and visibility at the destination airport is at least 200-foot ceiling and 1 mile visibility above landing minimums for the approach being used.
- Weather forecasts and current pilot reports (PIREPS) indicate that no icing conditions will occur during any portions of the flight.
- It is possible to fly to an alternate airport VFR or VFR on top and the weather at the alternates ETA is VFR.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.13.4.1. In addition, pilots must comply with at least one of the following:

- During the entire flight, in and out conditions will be maintained at least 50 percent of the time.
- Eighty percent of the flight is forecast or reported to be VFR or VFR on top.
- If the flight is in solid IMC or VFR on top, the ceiling must be no lower than the published MOCA.

3.13.5. Pilots who are on an IFR flight plan and can remain VFR should cancel their IFR clearance as soon as possible once the applicable airport is in sight. This is extremely important at non-towered airports so that other IFR aircraft are not put in a position to wait for a clearance.

3.13.6. Pilots will not take-off when the maximum demonstrated crosswind component listed in the applicable AFM/POH is exceeded. CFIs may further restrict a student from the demonstrated crosswind limit, however, that limit must be annotated in the student's logbook and training folder. UVSC flight instructors will not increase the crosswind component to greater than those specified in the applicable AFM/POH. If approved by the Chief Pilot or a Chief Instructor CFIs may fly above those limits specified in the AFM/POH but the limits must be specified in writing.

3.13.7. Flights will not begin if surface winds are forecast to be greater than 30 knots. All UVSC training flights will terminate as soon as practicable if surface winds exceed 30 knots.

3.13.8. The Chief Pilot or a Chief Instructor will approve (in writing) special VFR flights and when approved the PIC must comply with the applicable CFRs.

3.13.9. Flights into forecast thunderstorms, or known icing conditions are prohibited.

3.13.10. Simulated emergency training in UVSC aircraft is limited to VFR conditions as defined by applicable CFRs. Emergency procedures should always be practiced when training in a flight-training device or simulator.

3.13.11. Pilots will not operate aircraft from runways where braking action is reported to be less than fair, or a runway condition reading (RCR) level of seven.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.13.12. Area forecasts are used to determine hazardous weather conditions and overnight or cross-country approvals are determined by these forecasts. Computer generated weather programs should be used to help determine weather conditions, however, UVSC pilots will always use the closest AFSS to file and get current weather and file a flight plan.

3.13.13. TFR information is difficult to decipher when using electronic briefing services. All pilots flying UVSC aircraft must contact the local AFSS for short notice TFR information. Presidential TFRs have a 30 NM radius with a very restrictive 10 NM center. Under certain conditions pilots may fly in the outer area of the TFR, however, local AFSS must give that communication in the NOTAM briefing.

3.14. NIGHT FLIGHT

3.14.1. Night flights will not include but not be limited to training in such maneuvers as unusual attitudes, steep turns, slow flight, stalls, approach to stalls or flights at or below minimum controllable airspeed (MCA) unless required by an approved UVSC syllabus or PTS.

3.14.2. The following operations will not be flown at night unless the pilot is qualified and current to act as PIC under instrument conditions and he/she has been briefed and approved under the UVSC IMC policy:

1. Flights into airports without approved airport lighting.
2. Visual or non-precision approaches outside the local training areas that lacks visual glide path information to all runways.
3. Simulated emergency training, including forced landings, except to lighted runways.
4. Night flights outside the local areas that are below UVSC weather minimums unless the flight is operated under an IFR flight plan and the PIC is approved for IMC flight.
5. Simulated practice approaches under an IFR flight plan or hooded flight unless a qualified pilot is acting as safety pilot.
6. Flights into canyons or mountain valleys at night.
7. Student pilots flying at night will add 15 minutes to their FAA required fuel reserves.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.15. PASSENGER POLICY

3.15.1. Passengers are allowed to fly on UVSC aircraft when the following conditions are met:

1. Passenger approval is granted in writing by the Director, Chief Pilot, Chief Instructor, Section Leader, or Operations Manager.
2. The PIC is approved to fly passengers and has filed the appropriate paperwork with the FOC
3. Both the pilot and passenger are enrolled in a course at UVSC at the time of the flight.
4. The PIC is licensed, qualified, and current in the aircraft and is approved for the flight by appropriate authorities.
5. When release of liability documents is signed and the passenger meets the conditions listed above.
6. A parent or legal guardian must sign the liability release on behalf of persons under the age of eighteen

3.15.2. Passengers (unless he/she is a potential student) are not allowed to fly on UVSC aircraft during training flights. A student, however, may fly in UVSC aircraft if they are, 1) enrolled in the same course, and 2) have not begun their flight training. This approval is allowed so that a student may observe the training as long as the flight complies with the applicable flight manual, and a UVSC instructor is seated at a set of flight controls.

3.15.3. Passengers are not allowed to fly in UVSC aircraft during emergency procedures training or qualification and/or currency flights.

3.15.4. Students are authorized to sit in the back seat of UVSC aircraft during simulated emergency procedure training and/or qualification and currency flights when: 1) A UVSC qualified CFI has access to the flight controls; 2) when the student(s) are enrolled in the same training course; and 3) a Chief Instructor determines that the training will benefit the student.

3.15.5. At no time will more than two persons from the immediate family occupy the same airplane during flight. The only exception is if the Director or the Chief Pilot approves the flight for medical reasons and the passenger is a student or an

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

immediate family member and a UVSC qualified CFI has access to the flight controls.

3.16. DUTY DAY RESTRICTIONS

3.16.1. The maximum duty day is 12 hours for a single pilot and 16 hours for 2 pilots, providing both pilots are qualified and current, and the airplane is equipped with dual flight controls.

3.16.2. The flight duty day begins when a pilot/CFI reports to the airport for his/her first flight or to a place of employment for the purpose of work, which ever occurs first.

3.16.3. The minimum rest period between duty days is 8 hours after 8 hours or less of duty time. Once a pilot uses more than 8 hours of duty time in a single period, then a 10-hour rest period is necessary. Under no conditions can a CFI instruct more than 8 hours, however, approval to exceed the 10-hour rest period must be approved by the Chief Pilot or his/her representative.

3.17. FLIGHT PLANS

3.17.1. Pilots will file a flight plan for all flights outside the local training area and each pilot must "flight follow" with an appropriate controlling agency. The PIC will speak with a live briefer, receive a current weather briefing, including NOTAM and TFR information, and record the initial or last name of the briefer on the flight plan. When contract AFSS service becomes available then appropriate facilities will be used IAW contractual agreements.

3.17.2. No pilot will fly in UVSC aircraft unless he/she is in contact with an approved "flight following" facility, controlling agency, or Eagle Base on 123.5 megahertz or another UVSC CFI. Whenever possible, students and CFIs will give *PIREPS* to the applicable agencies, including Eagle Base.

3.18. AIRPORT PROCEDURES

3.18.1. Pilots will not perform straight-in or base leg VFR approaches to uncontrolled airports (outside our local area) without approval from a Chief Instructor. This does not apply to practice instrument approaches when pilots, (student and CFI) are able to monitor the local UNICOM and Terminal Radar Approach Control (TRACON) frequencies. During practice instrument approaches at PVU, UVSC pilots will give way to civilian and/or military aircraft and monitor PVU Tower and Salt Lake TRACON during the entire instrument approach.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.18.2. When traffic permits, pilots will self-announce their pattern position on crosswind, downwind, base, and final legs using the approved phraseology recommended in the AIM. If UNICOM and the traffic pattern are abnormally congested then crosswind announcement is not necessary. Pilots must make decisions based on frequency congestion and what is safest at the time; remember, safety is no accident: it must be planned.

3.18.3.1. Traffic pattern entry will be accomplished IAW the procedures established in the AIM except when entering the traffic pattern at PVU. Approved traffic pattern procedures are established by ATC and will be followed ensuring that safety in the pattern is where the aeronautical decision making process becomes extremely relevant.

3.18.3. Flight instructors and students will monitor Eagle Base in the training areas (not including the PVU traffic pattern) whenever possible. In the PVU area, safety can be heightened depending on which training areas are being used. Due to the requirements set forth in the AFD, participating pilots must communicate on Eagle Base. Operations within PVU Class D Airspace will be adhered to by using ATIS, Tower and Ground Control frequencies as outlined in the AIM and taught by UVSC flight instructors. Spanish Fork UNICOM frequency will be monitored whenever pilots are working South of PVU Class D Airspace. History has shown that more traffic passes through area C, D, and E than transient traffic coming into PVU.

3.18.4. Pilots will only land at active airports listed in the National Aeronautical Charting Office (NACO) publications. In an emergency or when a precautionary landing is made to an unauthorized location, pilots will not takeoff without approval from the Operations Manager, or a Chief Instructor. Mobile telephone numbers are available at the (see current telephone numbers listed in Chapter 7 or this manual) FOC.

3.18.5. Pilots will not takeoff or land on runways less than 2,500 feet, or the sum of the aircrafts takeoff and landing-roll distances, whichever is greater.

3.18.6. Runway requirements for ME airplanes is 3,500 feet or the accelerate stop distance, whichever is greater.

3.18.7. Student pilots will not takeoff or land on runways less than 50 feet wide without approval in writing by a Chief Instructor.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.18.8. Pilots will not takeoff, land, or taxi across raised runway arresting cables or barricades.

3.18.9. Pilots will not taxi within 10 feet of an obstacle unless designated taxi lines are visible and suitable for the make and model aircraft flown.

3.19. MINIMUM ALTITUDES:

3.19.1. Pilots should consider increasing minimum altitudes whenever possible, thus reducing the risk of annoying the public or the likelihood of disturbing livestock in and around training areas.

3.19.2. Pilots must understand TFR limitations and will not fly directly over stadium events, fireworks, festivals, and/or large bodies of people; this includes making exaggerated maneuvers over populated areas. Such maneuvers include but are not limited to; steep turns, lazy eights, and stalls.

3.19.3. As a general rule pilots will not fly below 1000 feet AGL (2000 feet AGL over mountainous terrain as determined by wind velocity) unless cleared by ATC, for takeoff and landing, as directed by an FAA approved syllabus, or in the case of an in-flight emergency.

3.19.4. CFIs will not descend below 500 feet AGL in the training areas while practicing emergency procedures except to land on approved runways or when conditions of FAR 91.119 (c) can be met.

3.19.5. CFIs will check for proper engine operation during simulated engine failures in single engine aircraft at least every 1000 feet. Announcing a simulated engine failure will be on a commonly used frequency ensuring that the word "simulated" is used throughout all self-announcements.

3.19.6. Single engine recovery must be completed by 1,500 feet AGL.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.20. MULTI-ENGINE/COMPLEX AIRCRAFT OPERATIONS

3.20.1. The Chief Instructor/Section Leader for the Multiengine (ME) section is responsible for standardizing all training materials, including the AFM/POH updates for each type of ME aircraft used at UVSC. Any maintenance problems, scheduled inspections, upgrades, retrofits, test flights, or other issues that affect ME program or its training applications will be communicated through the Chief Instructor/Section Leader.

3.20.2. Prior to a student beginning his/her ME training at UVSC, the Chief Instructor/Section Leader will meet with each applicant to determine if:

1. The candidate is qualified for ME training.
2. Proper Record keeping procedures have been established and are accomplished.
3. Students must understand ME safety standards, regulatory training requirements, and procedures as established by the FAA and UVSC.

Note: The Global Aviation Science Department recommends that pilots earn their Private, Instrument, Commercial, CFI, and CFII before starting the ME/MEI training. The goal of the multiengine program is to help pilots get 100 hours of multiengine time as 1000 hours (total time) is approached.

3.20.3. Students/CFIs who already have a ME rating will be eligible to checkout UVSC multiengine aircraft to build their time if the following requirements are satisfied:

1. There must be a student/CFI in the front seat able to manipulate the controls who has a minimum of 450 hours, is appropriately rated, and has completed a checkout IAW UVSC standards.
2. Must have a minimum of 5 hours of PIC in make and model and then show proficiency to the ME Chief Instructor and/or Section Leader.
3. Must complete a passing grade on a systems/emergency procedures test and approved in writing by the Chief Instructor/Section Leader.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

4. Complete at least a one-hour flight review with the ME Chief Instructor/Section Leader or a designated representative performing emergency and single engine operations.
5. Must receive a two-hour aircraft checkout with the ME Chief Instructor/Section Leader or a designated representative performing emergency and single engine operations that may be applied toward the five-hour PIC requirement in type.
6. Students/CFIs must understand the proper process for logging time and sharing costs with another pilot.
7. The student/CFI bears the cost for the checkout.
8. The student and/or CFI must demonstrate an understanding and show proficiency in the type aircraft prior to being released to fly any UVSC multiengine aircraft.
9. The ME Section Leader or a designated representative must determine that all requirements are met and the student/CFI can safely operate UVSC ME aircraft.

3.20.4. Instructors who have their MEI rating may teach in the UVSC multiengine program once the following requirements are met:

1. Logged a minimum of 550 hours of total flight time.
2. Logged 5 hours of PIC in type.
3. Must complete a passing grade on a systems/emergency procedures test.
4. Complete a FTD flight check with the ME Chief Instructor/Section Leader or a designated representative.
5. Complete a two-hour checkout in each type of aircraft with the ME Chief Instructor/Section Leader or designated representative.

3.20.5 Specific training requirements and other restrictions are part of the UVSC multiengine program and must be adhered to by each student/CFI.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.20.6. Recovery from ME maneuvers must be completed by 3,000 feet AGL including but not limited to stalls, turns over 45 degrees of bank, slow flight, unusual attitudes, and other advanced maneuvers found in the ME training syllabus.

3.20.7. Engine failures will be simulated on the runway at airspeeds less than $\frac{1}{2}$ Vmc and only if the aircraft is still on the runway and has sufficient runway remaining to allow for a normal stop. Critical low-level Vmc simulation is required for ME training and will take place in an FAA certified FTD.

3.20.8. Multiengine instructors may teach simulated engine failures during climb out by retarding a power control level (PCL)/throttle; however, the maneuver will not be flown below 500 foot AGL. The minimum speed will be VSSE or VYSE, whichever is greater or as determined by the AFM/POH. During simulated single engine emergencies, an after take-off or pre-landing CGUMPS check will be performed. Many gear-up landing occur during training where the after take-off or pre-landing checks were forgotten.

3.20.9. Multiengine instructors (MEIs) will not feather a propeller below 3,000 feet AGL unless the airplane is in a position where a safe landing can be made at an (approved) airport in the event the engine cannot be restarted.

3.20.10. While airborne and below 3,000 feet AGL, simulated engine failures will be accomplished by retarding the PCL on the selected engine by simulating zero thrust as directed in the AFM/POH. Care must be taken to prevent shock cooling during single engine operation by monitoring:

- Manifold Pressure
- Cylinder Head Temperature (CHT)
- Exhaust Gas Temperature (EGT)
- Engine Oil Temperature
- Engine RPM

During this process, a simple two for two-time technique will be used during the cooling process. For every two inches of manifold pressure, a two-minute waiting period will be used to help cool the affected engine.

3.20.11. Except during in-flight emergencies, a simulated single engine go-around will not be initiated and/or continued below 500 feet AGL unless the airplane is in a position where a safe landing can be made.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.20.12 Checkout for Pilot-in Command privileges in a complex airplane at UVSC requires satisfactory completion of: 1) An emergency procedures knowledge test; 2) A normal procedures and policies test; and 3) a flight check in the make and model airplane conducted by an authorized UVSC Check Instructor.

3.20.13. An operational weight and balance will be computed for all training flights including solo cross-country flights. A new operational weight and balance is required any time the airplanes (historical data on file is adequate) payload is changed. A single computation with both a zero fuel weight and loaded gross weight may be used if the only change is the amount of fuel on board.

3.20.14. Preflight planning includes computation of the following (as restricted by available (AFM/POH) data:

- Required Takeoff Distance
- Takeoff Speed
- Takeoff Distance to Clear a 50 Foot Obstacle
- Climb Speed at 50 Feet
- Landing Approach Speed
- Ground Role
- Landing Distance from 50 Feet
- Takeoff Climb Capability
- Climb Capability with Flaps and Gear Up
- Climb Capability Verified Landing Gear Down/Flaps in Landing Position

3.20.15. The before takeoff briefing will consist of takeoff speeds and distances computed from the AFM, intentions after takeoff, and planned actions in the event of an unplanned event or emergency.

3.20.16. The following procedural items will be used during training and flights in UVSC complex airplanes:

1. The power control lever(s)/throttle(s) and mixture(s) are closed.
2. For short and soft field takeoffs, the PIC may brief late landing gear retraction in order to keep the landing gear down as long as any useable runway remains.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3. In this case (as indicated in number 2 above) flap retraction may commence after clearing 50 feet.
4. Lift off and 50-foot obstacle clearance speeds for the PA28R-201 will be increased by one KIAS for each 2000 ft of density altitude.
5. The before landing checklist will be completed no later than midfield downwind.
6. Landing gear position will be verified between ½ mile final and the runway threshold and the pilot flying must state “***Short final, three green, cleared to land.***” If the student has failed to make this statement, instructors will not allow an approach to continue beyond the runway threshold.
7. If a student fails to put the landing gear down, instructors will not allow an approach to continue below 300 feet.
8. When executing a Power-Off 180 approach at an uncontrolled airport, the pilot flying will announce his/her intentions to fly a close in power off base leg at mid field downwind; “*Provo Traffic Arrow 55130 midfield downwind planning a close in power off base leg.*” Many transient pilots are unaware of the extremely close in and high position of an Arrow conducting a power off approach. This wording is intended to make the radio call more understandable to the general flying public.
9. When executing a Power-Off 180 approach at an uncontrolled airport, the pilot flying the aircraft will announce the base turn by stating, “*Provo Traffic Arrow 55130 close in, high right base runway 13, Provo*”.
10. When executing a Power-Off 180 at a controlled airport, the pilot flying will coordinate the high close in base turn with the tower before commencing the maneuver.
11. Power-Off 180 approaches will not be performed without a radio.
12. Flaps will not be raised on the runway except during touch and go and short field landings; the pilot must verbally state while touching the flap switch/handle, “*Flaps Verified*”.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

13. To continue a normal, short, or soft field approach below 300 ft AGL, the airplane will be stabilized on the desired approach speed \pm 5 KIAS with the airplane in the landing configuration.

14. The desired approach airspeed and desired stabilized approach descent angle will be maintained from 300 feet AGL to a point below 20 feet above the runway.

15. In airplanes where no published method of adjustment of the approach speed is given for changes in landing weight the pilot will use the following formula to compute the desired approach speed:

$$\text{Desired Approach Speed} = \sqrt{\frac{\text{Current Gross Weight}}{\text{Max Gross Weight}}} \times \text{Max Weight Approach Speed}$$

3.20.17. Activation of any warning system must be acknowledged by the pilot flying the airplane by stating the name of the system activated. This includes the gear warning system (light and horn), and the stall warning system (light or horn).

3.21. FORMATION FLIGHTS

3.21.1. Formation flights are approved by the Chief Pilot and only after the appropriate training by an authorized instructor and a pre-mission briefing are completed. The FAA, local airport manager, and ATC must be notified if the formation flight requires a waiver.

3.21.2. The FAA, ATC and the Provo Municipal Airport manager must be notified if the formation flight affects Salt Lake Airspace, FAA regulations or Provo City policy.

3.22. Unusual Attitude Safety Training (UAST)

3.22.1. A current AFM/POH must authorize UAST type flights and UVSC pilots will not conduct UAST without approval in writing from the Chief Pilot.

3.22.2. Pilots will not conduct UAST flight operations in any UVSC aircraft without completing a UVSC approved USAT training course and only in aircraft so approved.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.22.3. Spin training is considered UAST and will be conducted IAW 14 CFR 91.307 and 61.183.

3.23. STUDENT PILOTS

3.23.1 The definition of a student pilot as it relates to this section is a pilot that is not (student/medical certificate is not considered in this definition) certificated. Generically all pilots are considered students, however, not as it relates to this paragraph.

3.23.2. Solo students will not fly when the crosswind component exceeds 7 knots unless endorsed for higher. If the crosswind component exceeds 10 knots after a student departs, the student will return as soon as possible to the nearest available airport where a safe landing can be made.

3.23.3. Student (solo) pilots will not fly more than 10 solo hours or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87 (d) and (e).

3.23.4. All UVSC students are assigned to an approved UVSC CFI who will monitor student progress and ensure that this restriction is not violated. During a student's first solo flight three landings to a full stop will be completed. Student pilots will not fly solo at night without an endorsement by a CFI and a flight evaluation by a Chief or Assistant Chief Instructor.

3.23.5. Student pilots will not conduct simulated forced landings or other emergency procedures unless a CFI is on board the aircraft.

3.23.6. Prior to the first solo cross-country flight, the student's CFI must fly (with his student) to an airfield where the student has previously demonstrated an ability to navigate and fly the traffic pattern without help.

3.23.7. Once approved and endorsed by a UVSC CFI, students may fly to other airports but only after an endorsement by a CFI. All students must maintain personal contact with their assigned UVSC CFI; problems with aircraft currency, time slots, or grades must be resolved by the CFI prior to the end of each semester.

2.23.8. Once a student completes a flight course, the endorsing CFI is still assigned to the student until a new CFI is found or the student leaves the program. If the student returns to flight status, the preceding CFI remains assigned to the student until a new CFI is assigned.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.24. FUEL RESERVES

3.24.1 UVSC pilots will not begin flying unless there is sufficient fuel to complete each flight; a flight includes run-up, takeoff, en-route navigation, and landing. A 30 and 45 minute fuel reserve is required for VFR and IFR flights at normal fuel consumption. UVSC requires that solo students add 20 minutes to their VFR fuel reserve and 30 minutes for night reserves. Instrument students add 15 minutes to IFR fuel reserve, in addition to those required by the applicable CFR. UVSC students and CFIs must always be aware of appropriate fuel management techniques.

3.24.2. Local training flights will not depart with less than fifty percent of the aircraft's total fuel capacity without specific approval from the Operations Manager or a Chief Instructor.

3.24.3. For flight planning purposes, the PIC shall calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater.

3.25. OTHER RESTRICTIONS

3.25.1. Pilots will not use UVSC aircraft for unauthorized flights including but not limited to the following:

- Towing Gliders or Sailplanes
- Parachuting or Skydiving
- Any Commercial Operation
- Banner Towing of any Kind

3.25.2. Pilots must compute a takeoff distance for each flight; this includes checking actual aircraft performance against computed data. If the computed aircraft performance data is inadequate then the takeoff is aborted.

3.25.3. Pilots should calculate weight & balance and performance planning data for each flight IAW 14 CFR 91.103.

3.26. PRACTICAL TESTS

3.26.1. Prior to a student taking any practical test all records are reviewed by the students CFI, Chief Instructor, and/or Section Leader. Under 14 CFR Part 61, the Section Leader will monitor student eligibility to take a practical test. Under 14 CFR Part 141, the Chief Instructor will determine eligibility and graduation certificates are required for all Part 141 practical tests.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

3.26.2. Once eligibility is determined, a Chief Instructor under 14 CFR Part 141 or Section Leader under 14 CFR Part 61 will arrange for the practical test with an FAA Inspector or Designated Pilot Examiner (DPE). CFIs may arrange for practical tests if the Chief Instructor or Section Leader authorizes the exception.

3.26.3. It is expected that all DPEs testing at UVSC will administer the practical test IAW FAA regulations concurrent to the Practical Test Standards (PTS) and debrief both the student and the CFI of the results of the test.

3.26.4. FAA approved DPEs must provide UVSC Chief Instructors with the results of all practical tests.

3.27. APPROVED AIRPORTS

3.27.1. The Aviation Science Department has devised an airport system that contains five levels. These levels allow pilots to fly on cross-county flights that were flight checked by UVSC personnel and approved by the FAA. These five levels correspond with the following FAA certifications listed below:

- Level 1, Student Pilot
- Level 2, Private Pilot
- Level 3, Private Pilot with Instrument Rating
- Level 4, Commercial Pilot
- Level 5, Certified Flight Instructor

3.27.2. The following pilot-level descriptions are a list of the approved airports for level one student-pilot. Beside each airport name is the three-letter identifier found on the appropriate Flight Information Publication (FLIP) material.

3.27.2.1. Level I - Student Pilots

- Beaver - U52
- Logan - LGU
- Brigham City - BMC
- Manti-Ephraim - 41U
- Cedar City - CDC
- Milford - MLF
- Delta - DTA
- Mt. Pleasant - 43U
- Fillmore - U19
- Ogden - OGD

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- Parowan - 1L9
- Richfield - RIF
- Salina-Gunnison - 44U
- Wendover - ENV (Day Only)

3.27.2.2. Level one-student pilots must receive a written endorsement from their assigned UVSC CFI.

3.27.3. Level II - Private Pilots and above may fly into Salt Lake City - SLC

- American Falls - UO1
- Blackfoot - U02
- Burley - BYI
- Caldwell - EUL
- Gooding - GNG
- Idaho Falls - IDA
- Malad - MLD
- Mountain Home - U76
- Pocatello - PIH
- Preston - U10
- Stanford - U12
- St. George - SGU
- Tremonton - U27
- Twin Falls - TWF
- Boise - BOI
- Colorado City - AZC
- Jerome - U73
- Nampa - S67
- Rexburg - U11
- Sun Valley – SUN

3.27.3.1. Level two private pilots must demonstrate a continued ability to plan and execute cross-country flights; this includes gathering and interpreting weather and NOTAM information, performance-planning requirements. Excellent decision-making throughout the planning process is necessary including knowledge of the National Airspace System and TFR interpretation.

3.27.4. Level Three - Instrument Rated Pilots

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- Battle Mountain - BAM
- Bryce Canyon - BCE
- Las Vegas - LAS
- Mesquite - 67L
- Page - PGA
- Panguitch - U55
- Reno - RNO
- Elko - EKO
- North Las Vegas - VGT
- Perkins - U08

3.27.4.1. Level three pilots require an instrument rating or are able to pass a Stage III instrument stage check by a Chief/Assistant Chief Instructor, or Part 141 Check Instructor. Instrument pilots must demonstrate a higher level of proficiency including advanced flight planning, weather forecasting/interpretation and the techniques of IFR flight. Instructors may require additional written tests and FTD sessions in order to determine if the pilot's skill level is sufficient to land at level three airports.

3.27.5. Level 4 - Commercial Pilots

- Carbon County - PUC
- Duchesne - U69
- Fort Bridger - FBR
- Rock Springs - RKS
- Vernal - VEL
- Evanston - EVW
- Roosevelt - 74V
- Canyon Lands/Moab - CNY
- Page - PGA

3.27.5.1. Level Four pilots must have successfully completed a Commercial Pilot Stage III Check with the Operations Manager, a Chief Instructor, Assistant Chief Instructor, or Part 141 Check Instructor. Pilots must demonstrate exceptional knowledge and have the ability to deal with difficult weather conditions, emergencies, high surface winds, and turbulent air. The student's CFI may assign additional written and simulator tests to determine if the student's knowledge of local airports and procedures are sufficient to authorize flight to these airports.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

These exams will be kept in each student's training file. A greater knowledge and the application of advanced radio, navigation skills, and crosswind and emergency procedures are required.

3.27.6. Level 5 - Certified Flight Instructors:

3.27.6.1. Level 5 airports are all other airports used by CFIs and other certificated pilots (if so approved); they include all other airports listed in the NACO publication that are not found in levels one through four. Pilots must receive written approval from the Chief Pilot or a Chief Instructor in order to fly to these locations. Pilots, CFIs, maintenance personnel and employees must remember all paper work must be completed and filed.

Note: Each level of pilot who fails to follow established UVSC safety policies, FAA regulations or established procedures may face a reduction of, or a loss of privileges, including possible dismissal from the program. Flights beyond approved levels are permitted on an individual basis and all applicable documents must be completed and filed with the FOC prior to flight. All UVSC employees and students must be aware that each has a responsibility that must be looked at with a professionalism that is above reproach. The FAA, State of Utah, UVSC, and the Global Aviation Science Department have put great trust in each member of the aviation team. Safety is the primary emphasis and if there is a doubt, as to whether a decision is the correct one, error on the side of safety.

3.27.7. Flight training at UVSC offers many challenges and care must be taken while training during the winter months. As previously noted no flights may be conducted in icing conditions unless the aircraft is appropriately certified and pilots are trained in icing conditions. Frost significantly degrades performance and weight and balance computations. Aircraft surfaces must be clear of hoarfrost before all flights. If frost is smooth to the touch and paint and/or markings are visible, pilots must increase takeoff distances and performance/V speeds by sixty percent. If an aircraft is not off the ground by the sixty percent increase pilots will abort the takeoff. Additional guidance will be given as a directive in our LOI briefing log and during seasonal periods in our pilot and instructor meetings.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 4

4.1 SAFETY

4.1.1. Safety is a major concern for all pilots and employees at UVSC. The most important part of the safety process is learning the correct procedures in all types of operations. The Global Aviation Science Department has a comprehensive safety program that encompasses all aspects of operations, maintenance, flight instruction, and administrative functions. The department has ongoing safety meetings that are held monthly for all operations personnel including CFIs and dispatchers. These meetings are held quarterly as a department and monthly as sections and address standardization and safety issues so that problems are resolved in a timely manner.

4.1.1.1. Chief Instructor/Section Leader Meetings are held once a month prior to CFI meetings in order to standardize what is given to CFIs during the monthly Section Leaders Meeting.

4.1.2. FIRE PREVENTION

4.1.2.1. Prevention procedures are more important than knowing how to fight a fire. Most fires are preventable and every effort should be made to practice fire prevention techniques; it is better to prevent a fire than have to fight one.

4.1.2.2. Aviation related fires are one of the most time critical emergency situations that pilots need to understand. In the event of a structural fire, the first person to detect a fire has the responsibility to activate the emergency response system. First, sound the alarm, ensure everyone in the building(s) is alerted of the fire, and begin the evacuation process. Second, call the fire department by dialing 911 and advise the operator of your location, and the location of the fire. Third, fight the fires if adequate fire equipment is available; however, **DO NOT RISK** being trapped or injured by a rapidly growing fire. Once the buildings are cleared and a head count is completed, initiate the written accident plan located at the FOC.

4.1.2.3. Aircraft fires are serious and even the smallest fire can develop into a deadly one. If a fire develops during ground operations, follow the emergency procedures found in the applicable AFM or POH. Aircraft ground fires generally consist of two types, one is a ground fire sparked by leaking fuel; the second type is an engine or electrical fire that occurs during the starting sequence. An

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

appropriate response to most ground fires is similar; as a minimum, the following items (after consulting the AFM/POH) should be performed during an aircraft fire:

1. The aircraft brake is set during start to prevent the aircraft from moving forward, during a ground fire the PIC may decide to taxi out of the fire.
2. The power control lever(s)/throttle(s) and mixture(s) are closed.
3. The fuel shutoff valve is placed in the off position.
4. Electrical system is turned off after engaging the starter for a few seconds.
5. When and if possible, notify (ground and flight) appropriate agencies.
6. Evacuate the aircraft as soon as possible.
7. Complete the notification process located in the accident plan.

4.1.2.4. Pilots are encouraged to wear clothing made from natural fibers during all flight activities. Synthetic materials are more conducive to static electric buildup, which can spark a fire. Wearing synthetic materials such as nylon and polyester next to the skin is strongly discouraged.

4.1.3. **MOUNTAIN FLYING**

4.1.3.1 Flights over mountainous areas and around canyons can be spectacular but extremely dangerous. Pilots will observe the following precautions when operating in and around mountainous areas:

1. As a minimum, UVSC pilots will receive applicable mountain flight training before flights in mountainous areas by an authorized instructor.
2. When flying in canyons, UVSC pilots must stay 2,000 feet above the canyon floor.
3. Pilots should always be prepared to make a 180-degree turn in case they encounter strong down drafts or turbulence.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

4. Never cross the ridge of a mountain below 2,000 feet AGL. When crossing a ridge, pilots should approach at a 45 -degree angle to permit an easy retreat.

5. Flights will not be made into canyons when surface winds or forecast winds are greater than 35 knots, when standing lenticular clouds are present, or there is a mountain obscuration.

4.1.4. OVERWATER FLIGHTS

4.1.4.1. Aviators must be aware of problems associated with flights over water. UVSC pilots will not fly low over water without approved flotation devices for each passenger. Visual illusions cause pilots to misread their height above the surface and because of this, numerous fatalities have resulted when experienced pilots attempted to fly over lakes at low altitudes. UVSC students and CFIs must take extreme caution when flying over the Great Salt Lake. Salt inhibits freezing during the winter months, this allows water temperatures to fall well below freezing. Life expectancy in this water, even with flotation devices, could be less than 20 minutes due to hypothermia.

Note: When flying over smooth water at night it is difficult to distinguish between water and the sky, instrument flying may be the only option to prevent spatial disorientation. UVSC students must be aware of what causes this phenomenon and work to prevent from getting into a situation where special disorientation could occur. Flight in an enclosed cockpit such as the Vision FTD is an excellent way to work through the effects of special disorientation or vertigo.

4.1.8. ACCIDENT REPORTING

4.1.8.1. The Operations Manager or a Chief Instructor can deny flying privileges to any pilot or CFI involved in an accident/incident, or an unusual occurrence that is a violation of established directives. These restrictions may continue indefinitely until a reasonable determination of facts is established and pilot privileges are reinstated.

4.1.8.2. When it becomes necessary, the Safety Manager and a Chief Instructor will investigate all accidents and incidents to determine if a pilot knowingly

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

violated established regulations and/or procedures. A Chief Instructor can fly with any pilot to determine if he/she needs additional training.

4.1.8.3. Disciplinary action for more difficult offences is determined by conducting a Flight Review Board (FRB) or Flight Evaluation Board (FEB) IAW UVSC directives. The investigating officials will present their findings and recommendations to the Department Chair who will take disciplinary action when necessary.

4.1.8.4. Once formal findings of a board are presented to the Department Chair and disciplinary action issued, pilots are allowed to contest the findings by requesting that the original board be reconvened. Once the original board is reconvened it will reconsider its findings and make additional recommendations to the Department Chair for additional action.

4.1.8.5. If the Operations Manager or Chief Instructor determines a pilot knowingly violated an FAR, the requirements of this manual, or department policy, the violator will be removed from flight status. The Operations Manager may elect to forward the actions of any pilot to Department Chair or his/her representative for further academic or employment sanctions.

Note: KNOWINGLY is interpreted to mean a similarly experienced pilot, in a similar situation, would have known that the actions were in violation of established directives. Any pilot who is removed from flight status will be eligible to reapply after one year.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 5

5.1. MAINTENANCE

5.1.1. UVSC and the Aviation Science Department will continually strive to ensure that its aircraft are maintained to the highest standards in the industry. Pilots play a critical part in the maintenance process and must remain at the top of the chain to ensure important communication takes place. The PIC is the last one in the safety chain who can make sure no one operates an aircraft with a discrepancy that makes the aircraft un-airworthy or unsafe to fly. Flight dispatchers play an additional role in this communication process.

5.1.2. **INSPECTIONS:** One hundred (100) hour inspections prescribed by 14 CFR 91.409 are required for all UVSC aircraft. Deliberately operating an aircraft over an annual or 100-hour inspection will result in disciplinary action as stated in Chapter 4. The UVSC maintenance department completes fifty (50) hour inspections to help ensure that UVSC training aircraft are in the best condition possible. The 50-hour inspection is not regulatory; however, pilots will only fly past a 50-hour check after consulting with a maintenance technician.

5.1.3. **HOBBS SHEETS:** Each UVSC aircraft has a folder for pilots to log aircraft times. Pilots are responsible to ensure that the times recorded are correct. If the Hobbs meter starts a new number then the pilot flying at the time will record that number in the dispatch log. Section Leaders are assigned and responsible for paperwork on certain aircraft assigned to their section within the UVSC fleet and will make sure that each aircraft is prepared for unannounced inspection that may occur.

5.1.4. A record of fuel and oil consumed by each aircraft is maintained in the fuel truck operations log. All pilots must ensure they record and produce all receipts when an UVSC aircraft gets fuel from other FBOs or refueling facilities other than UVSC.

5.1.5. **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 aircraft are not assigned and communication with the maintenance section must occur throughout the day.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

5.1.6. Airworthiness is an ongoing responsibility and each dispatch binder contains discrepancy report forms for the purpose of recording discrepancies. This form will be used to report malfunctioning and inoperative equipment when they occur.

5.1.7. PICs have a responsibility to report all discrepancies even though they may not seem important. UVSC mechanics and certain administrative personnel have authority to make a determination of airworthiness; however, pilots have the final authority to determine if the aircraft is safe to fly.

5.1.7. Pilots will not take-off in UVSC aircraft with inoperative or malfunctioning equipment and/or systems unless the following has been accomplished:

1. Determine that the equipment installed on each aircraft is IAW the equipment list found in the applicable AFM/POH. If the equipment is not installed, is removed or deactivated it must be placarded and a new weight and balance computed.
2. UVSC aircraft must be certified IAW 14 CFR 91.203.
3. Determine what equipment is required IAW 14 CFR 91.205 (b) (1)-(17) for day VFR flight.
4. Determine what equipment is required IAW 14 CFR 91.205 (c) (1)-(6) for night VFR flight.
5. Determine what equipment is required IAW 14 CFR 91.205 (d) (1)-(9) for IFR flight.
6. Determine what equipment is required IAW 14 CFR 91.207 for Emergency Locator Transmitters.
7. Determine what equipment is required IAW 14 CFR 91.209 for aircraft lighting.
8. Determine what equipment is required IAW 14 CFR 91.211 for supplemental oxygen.
9. Determine the requirements IAW 14 CFR 91.215 for transponder and altitude reporting equipment.
10. Determine the requirements IAW 14 CFR 91.213 (d) for aircraft without an approved MEL.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

11. Determine the requirements IAW 14 CFR 91.213 for an FAA approved MEL and that it can fly safely without the inoperative equipment.

Note: This process requires maintenance and dispatch involvement in the decision-making process before an aircraft is released with inoperative or malfunctioning equipment. The applicable maintenance procedures are then performed and appropriately documented by the serving maintenance technician.

5.1.8. Prior to flight, all pilots must ensure the aircraft maintenance status is verified by reviewing the status sheets located at the FOC. A large three ring binder is available to review all inspections including non-grounding items found during pre and post flight inspections. Once a non-grounding item is found, it is recorded on the appropriate form found in the binder. These deficiencies are used to determine who is responsible for damage during training.

5.1.9. Any UVSC pilot is authorized to ground an aircraft, if in the pilot's opinion the aircraft is unsafe to fly. Pilots will document suspected grounding item on an approved discrepancy report and the aircraft will not be flown until it is released by an approved UVSC Airframe and Power-Plant (A&P) mechanic. Communication with dispatch and a maintenance technician prior to grounding an aircraft could prove to be helpful if the grounding condition was a minor one.

5.1.10. Maintenance records are maintained IAW FAA regulations and the UVSC aircraft historical records are kept in the UVSC Maintenance Office. These records will be made available for inspection on check rides and FAA inspections during normal office hours. The maintenance logs are available after hours on a case-by-case basis by coordinating with the FOC; however, they will not be removed from the UVSC airport campus without specific authorization from the Maintenance Manager.

5.1.11. Functional flight checks (FFCs) are required for all UVSC aircraft before they are returned to service after undergoing alterations and/or repairs. This includes scheduled and unscheduled maintenance if that in the opinion of the Maintenance Manager the aircraft flight and navigational systems could affect flight characteristics in a negative way.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

5.1.12. FFCs must be preformed by a qualified maintenance pilot as determined by the Maintenance Manager and or the Operations Manager. If it becomes necessary, the Maintenance Manager may authorize certain CFIs to help perform these maintenance flights, especially if the mechanic is not current and/or checked out in the appropriate aircraft. UVSC policy does not allow for student training to take place during FFCs.

5.11.13. The Maintenance Manager will have final authority on aircraft that are released for flight; A&P mechanics are delegated by the Maintenance Manager to release aircraft after maintenance is performed. Certain discrepancies are allowed to be deferred however; the Maintenance Manager or his/her representative will be the only one that authorizes the deferral. When an aircraft has a discrepancy that is deferred, it will be repaired as soon as parts become available or during the next scheduled maintenance.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 6

6.1. FAR PART 61/141

6.1.1. STUDENTS: Before a student begins flight training at UVSC, an entrance exam is given by the Global Aviation Science Department. Students can enroll into traditional credit courses or opt for the Continuing Education (CE) program. After the enrollment process is completed, (which includes purchasing applicable course material and a personal identification tag) the following items will be completed at the FOC by a dispatcher or administrative personnel:

1. Each student must see an aviation advisor where student documents are filled out, a file is set up, and student goals are reviewed.
2. Each student must complete a personal information sheet at the dispatch window where critical SOP and instructional manuals are read.
3. Each student must sign a code of conduct document and flight policy agreement.
4. An account is set up where students establish a flight account and personal computer information is updated.
5. Each student visits a UVSC scheduler where two computer access codes are given (e-mail and schedule book account) and a flight training period is assigned.
6. If the student opts for the FAA Part 141 program then he/she must see the applicable Chief or Assistant Chief Instructor for a briefing and records review.
7. Once a flight training period and an instructor is assigned, a briefing is set up with the CFI and during this briefing, the following items are completed:
 - a. The CFI reviews the Jeppsen, Course Syllabus (**JCS**) and the rest of the materials found in the student course kit. This instructor briefing is very important; this is where the new CFI demonstrates the importance of setting up good study habits and training goals.
 - b. The CFI will review Part 61 student records, set up an on-line or hard copy training folder, and review the JCS course material.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Training folders will remain at the airport in a locked file cabinet for the duration of a student's stay at UVSC.

c. The student and CFI will exchange telephone numbers and the CFI will give the student his/her first preflight briefing. As part of the briefing, a tour of the airport facilities and an introductory flight is scheduled based on aircraft availability.

d. If an introductory flight and tour has already been given then the CFI verifies the flight schedule and begins by meeting the student (on time and in proper uniform) for his/her first flight.

6.1.2. UVSC uses the JCS for each Training Course Outline (TCO) in order to meet the requirements of Title 14 CFR Part 61/141. The syllabus is used as the vehicle to help Chief Instructors, Assistant Chief Instructors, Check Instructors, and CFIs. The JCS provide students with material to prepare for the FAA practical and knowledge tests. Each TCO is a stand-alone course and must be used accordingly. Although the flight and ground courses are separate TCOs, they should be taught concurrently.

6.1.3. Although the JCS with the UVSC approved TCO is considered an exceptional course syllabus it is important that instructors refer to pertinent sections of the CFRs while teaching from the JCS. Part 61 records are just as important and the same JCS is used which are also subject to inspection by the FAA and department administration personnel.

6.1.4. The JCS has an enrollment certificate that is used by UVSC as proof of enrollment. There is a separate graduation certificate that is printed once the course is completed which is given to an FAA Inspector or DPE as proof of graduation.

6.1.5. Both the classroom and flight lessons should be followed in numerical order as listed in the training segments; however, flexibility is allowed in order to adapt to individual students. The JCS lessons may be altered with approval of the Chief or Assistant Instructor but only within each stage and the deviation would not disturb course continuity. Once approved, records must be annotated listing who approved the change and the reason for the change.

6.1.6. The FARs, AIM, and the Pilot/Controller Glossary are used in conjunction with the applicable TCOs and JCS. Although the AIM is a book of recommended courses of action, it was developed with safety in mind and UVSC, its students and

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

employees will comply with these recommendations whenever possible. UVSC students and CFIs are allowed to alter the recommended procedures set forth in the AIM only in an event there is an emergency or if the alternative action would not jeopardize safety or put the aircraft or crew at risk.

6.1.7. The JCS allows for the use of a Personal Computer-Based Aviation Training Device (PCATD) for individual training. Each TCO will allow a percentage of the total time each student can use and will specify how many PCATD hours are allotted for each course.

6.1.8. Both the ground and flight portions of the JCS allocate certain lessons as stage exams. These exams must be completed and documented in the student's logbook and training folder. Stage Checks are completed by the Chief Instructor, Assistant Chief Instructor, or Check Instructor; however, EOC checks are completed by the Chief or Assistant Chief Instructor. It is the responsibility of the Chief instructor, to ensure each applicant is eligible and has the knowledge necessary to pass each practical test; it may become necessary that a student be required to complete further training before a practical test is scheduled, this should not be considered as punishment but as a method to ensure success.

6.1.9. All instructors (ground and flight) should review applicable sections of 14 CFR Part 61 because elements of Part 61 are also required under Part 141. Although the terminologies for some maneuvers differ, the CFI must be able to differentiate between Part 61/141 and be able to teach and document those differences.

6.1.10. Prior to each dual or solo flight, the instructor must provide the student with an overview of the subject matter to be covered in the next lesson. The JCS is used along with the maneuvers manual and other course manuals to review each succeeding lesson. During the preflight briefing, the CFI reviews previous lessons and defines unfamiliar terms and objectives. Remember, this briefing is only an overview and not all items are discussed. The student must show personal initiative by being prepared for each lesson by reviewing each maneuver and/or ground lesson prior to any scheduled flight. Students must take the initiative and be prepared for each lesson prior to meeting with his/her CFI.

6.1.11. UVSC incorporates the use of a PCAD, FTD, or simulators, for each flight course. The TCO allocates a percentage of the total flight training (hour) requirements for each certificate and/or rating. The FAA must certify each

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

simulator, FTD, or PCAD and the certification must be posted near the device being used.

6.1.12. Dual and solo flights must be conducted so that the student obtains the maximum benefit from each flight-training period. CFIs must begin with a review of previously learned material before any new maneuvers are introduced. Depending on the experience level of the student and his/her ability to understand and comprehend, the review could be accomplished during the preflight briefing.

6.1.13. The postflight briefing is the most important part of the entire lesson sequence. Each student must be debriefed thoroughly and a noticeable increase in ability, understanding, and application must be measured before the CFI advances the student to the next stage or lesson. Students are at various levels of ability and the instructor must be able to adapt to those student characteristics, personality, and motivation. As a guide, a minimum of one-half hour is recommended for both the pre and postflight briefings combined, however, many students will require more than the recommended time allocated in the JCS and it is important that the instructor be able to determine what is needed.

6.1.14. Stage checks are accomplished during each stage of training and these checks are the responsibility of the Chief Instructor; however, the Chief Instructor may delegate authority for conducting stage checks to other instructors depending on what course is used. These checks may be delegated to an Assistant Chief Instructor or a designated Check Instructor but only after close supervision by the Chief Instructor. The stage checks give the Chief Instructor an opportunity to check the effectiveness of each CFI, which will help standardize the program.

6.1.15. The building-block method of instruction/learning will show that it is extremely important that students demonstrate a continued progress developed growth and measured proficiency level before they enter a new stage of training. If a student fails to show a measured progression to complete a specific stage exam then he/she cannot advance to the next level of training until minimum standards are met. Evaluation by the administration must be consistent and school success is measured on how well each student learns and if the desired outcome is achieved.

6.1.16. Pilot briefings are incorporated into each TCO. Each TCO has a specific number of briefings allocated for each lesson and students should receive questions (without answers) in advance of the actual briefing. In this way, students can research the questions and gain optimal benefit from each briefing. These briefings

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

will be completed during the preflight orientation, and placement of these briefings is indicated in the JCS and CFIs must use them regularly.

6.1.17. As specified in 14 CFR Parts 61, 91, and 141, a student must demonstrate satisfactory knowledge on the required subject areas by completing written exams. Some of these exams are mandatory, i.e., FAA knowledge and pre-solo tests. CFIs, however, can and should give personally adapted tests to determine if a student has the knowledge necessary to continue to the next stage. Additional tests (located in the Jeppesen course material) are known as stage exams and ground instructors (for Part 141 students) give these tests after each stage. The pre-solo exams mentioned above are given to students; first, closed book to determine student knowledge; second, the student will then correct the test, open book; and third the instructor will review the test results with the student and correct each test to 100%. Once the tests are reviewed, the scores are posted (date and time spent) on the test booklet, in the students training folder, and in the student logbook.

6.1.18. 14 CFR 141.77 allows students to transfer from one FAA-approved Part 141 school to another approved Part 141 school. Up to 50 percent of the FAA-approved curriculum may be transferred once proficiency is established. The Chief or Assistant Chief Instructor will determine the amount of credit that is allocated based upon proficiency then a knowledge test and flight evaluation is completed. If the student measures up to the standards set by UVSC then both the ground and flight time allowed are annotated in the students training folder and the student begins training under the new TCO.

6.1.19. A student may transfer up to a maximum of 25% into Part 141 curriculum requirements for knowledge and experience gained in a non-Part 141-flight school. Credit must be based on a proficiency and knowledge tests conducted by the Chief or Assistant Instructor. If the student measures up to the standards set by UVSC then both the ground and flight time allowed are annotated in the students training folder and the student begins training under the new TCO.

6.1.20. 14 CFR 141 requires that the previous flight school or FBO provide proof of training whether it is a FAA-approved school or another source; the training must be certified, and the hard copy file becomes a part of the receiving schools training record. Part 141 records can be signed out by using appropriate documents in the students training folder. These records will not be taken from the vicinity of the FOC unless they are signed out appropriately. Part 61 records are treated the same and remain the property of UVSC.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

6.1.21. The 14 CFR Part 141 hard copy and/or computerized training records become a permanent historical record at UVSC and are kept IAW FAA standards for at least one year; if a student wants a copy of these records a request is made through administrative channels. Because many students take a two-year hiatus from training and return for additional training, the department usually keeps student records for five years.

6.2. CHIEF INSTRUCTORS

6.2.1. Each Chief Instructor must be qualified for the applicable course of training, meet the qualification listed in 14 CFR Part 141.35, and be responsible for the training specified in each TCO. Chief Instructors are assigned a Principal Operations Inspector (POI) that will take care of administrative requirements and inspect curriculum and records on a regular basis.

6.2.2. Chief Instructor responsibilities include but are not limited to the following:

1. Certify student training records, enrollment and graduation certificates, stage and EOC checks, and practical test application FAA Form 8710-1 under the IACRA system.
2. Ensure that each CFI and certificated ground instructor passes an initial proficiency check prior to instructing at UVSC in each approved training course. Non-certificated ground instructors may be used based on their specific qualifications. However, 14 CFR Part 141.81 (b) (2) requires that instruction performed by non-certificated ground instructors be given under the direct supervision of a Chief Instructor.
3. Ensure that each instructor receives recurrent training and passes a proficiency check every 12 calendar months after the month in which the initial test was completed.
4. Ensure that each student completes the required stage checks and EOC tests IAW the approved TCO. Make recommendations as discussed in Part 141.85 (a) 1, ensuring the recommendations are complete and are definitive with respect to additional training required.
5. 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.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

6. Be available in person, by telephone or other means whereby immediate contact is possible; mobile phones or pagers are an acceptable means of meeting this requirement.

7. After consulting with the Chief Pilot, Chief Instructors may seek assistance and guidance from an FAA inspector in solving problems associated with his/her TCO. The Chain-of-Command as established by UVSC must be used prior to communicating with entities outside normal UVSC channels.

6.2.3. Although the Chief Instructor is responsible for his/her TCO, they may delegate authority for stage checks to Check Instructors, or EOC checks to an Assistant Chief Instructor. Delegation of duties ensures that programs are not interrupted when the Chief Instructor is absent. The Chief Instructor may not delegate the authority to conduct initial CFI flight checks, or the EOC check to an instructor who is not an Assistant Chief Instructor. The ultimate responsibility remains with the Chief or as delegated the Assistant Chief Instructor.

6.2.4. When duties of the Chief Instructor are delegated, a written record is given to the delegated instructor and filed for inspection purposes. The following items must be listed in the delegation letter; 1) duty responsibilities, 2) the name or names of persons receiving the delegation authority letter, and 3) the ending date must be clearly defined.

6.2.5. IAW the provisions of Part 141.79 (d), only the Chief Instructor (or if assigned, an Assistant Chief or Check Instructor) may conduct annual flight checks of CFIs assigned to approved TCO's.

6.2.6. 14 CFR 141.79 (c) states every twelve calendar months all Chief and Assistant Chief Instructors must complete a flight instructor refresher course (FIRC) consisting of not less than 16 hours of ground and flight instruction or both. To fulfill this requirement, Chief Instructors may attend any of the many FAA-approved industry conducted Flight Instructor Renewal Courses (FIRCs).

6.2.7. The assigned FAA POI will ensure annual inspections and evaluations are given to all Chief Instructors and appropriate record and equipment checks are performed.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

6.3. ASSISTANT CHIEF INSTRUCTORS

6.3.1. Each Assistant Chief Instructor must be qualified for the applicable course of training, meet the qualification listed in 14 CFR Part 141.36, and be responsible for the training specified in the applicable TCO.

6.3.2. Assistant Chief Instructors may perform all duties of the Chief Instructor when the Chief Instructor is absent and the authority has been delegated. Such delegation will not include the authorization to conduct the initial flight checks for new CFIs.

6.4. CHECK INSTRUCTORS

6.4.1. Check Instructors are authorized to conduct all stage checks for each approved course including record checks and computer evaluations. The Chief or Assistant Chief Instructor may authorize Check Instructors to perform all other administrative duties necessary to prepare a student for a practical test with the exception of IACRA authorization.

6.4.2. When UVSC obtains Examining Authority, Check Instructors will be able to complete EOC checks prior to the final Practical Test.

6.5 FLIGHT INSTRUCTORS

6.5.1. UVSC CFI responsibilities are numerous and it is important that each instructor understand what is required to operate under 14 CFR Part 61 and 141. Although the Chief Instructor has overall responsibility for a specific TCO, it is primarily the responsibility of the CFI to prepare him or herself to instruct under these strict guidelines.

6.5.2. Each CFI must commit to putting students first. It is a requirement that the instructor to train students as though they were their only student. One of the most difficult things to accomplish as a new CFI is evaluating students that are in the learning process.

6.5.3. Remember that 14 CFR Parts 61 and 141 record-keeping is similar and the Global Aviation Science Department requires that they parallel each other. The following requirements are more specific and must be accomplished and/or met before 14 CFR Part 141 training can take place:

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

1. The CFI must satisfactorily accomplish a flight check given by the Chief Instructor for each course of training.
2. Before teaching in a particular type of aircraft, each CFI must satisfactorily accomplish a practical test given by a Chief or Assistant Chief Instructor.
3. Each UVSC instructor must complete a flight check every 12 months for each course of training he/she is approved to teach.
4. Each UVSC instructor must understand and be able to teach the course objectives and standards applicable to each approved TCO.
5. Each CFI must maintain a record of instructor briefings, endorsements, knowledge tests results, ground instruction, and practical tests for a minimum of three years.
6. It is the responsibility of each CFI to see that both the student and individual CFI records are updated both computer and hard copy record system.
7. A record verifying student briefings must be maintained by UVSC in order to show compliance with Part 141.79 (e) and 141.81 (c).
8. FAA Inspectors may ask any CFI to explain the objectives and standards of an approved course including how the department ensures these objectives and standards are maintained.
9. Additional responsibilities are placed on CFIs, which include but are not limited to the following:
 - a. During a student's first solo flight, each assigned CFI must be at the airport to monitor the student's progress by radio. During subsequent flights, the instructor monitoring the solo flight must remain at the airport until the flight is completed.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- b. The CFI does not have to be the student's assigned instructor for subsequent solo flights; however, the assigned CFI must be aware of and authorize each flight.
- c. After a student's initial solo cross-country flight, any UVSC CFI may approve subsequent cross-country flights. However, the instructor monitoring the cross-country flight must ensure the appropriate planning and logbook endorsements are completed.
- d. If a student is delayed enroute because of unexpected weather, or mechanical problems, a CFI based at the point of delay must dispatch the aircraft for the return flight. If it is not possible to obtain another CFI at the point of delay to monitor the departure, then the FOC will dispatch an aircraft and flight instructor (when possible a revenue flight is used) to retrieve the student and aircraft.
- e. Cross-country flights are not permitted to airports not approved and specifically mentioned IAW airports listed in paragraph 3.27. of this manual.
- f. Approval may be granted for flights to airports outside the student's approved level; however, all appropriate paperwork must be completed, on file with the FOC, and the approving CFI must ensure that, each student can meet FAA and UVSC procedures.
- g. Homeland Security and Transportation Security Administration procedures must be adhered to including background checks, citizenship verification and student endorsement requirements.

6.6. OTHER SCHOOL PERSONNEL

6.6.1. 14 CFR Part 141.33 states that an applicant for a pilot school must show that there is adequate personnel, including authorized instructors, dispatchers, aircraft handlers, administrative/line personnel, and maintenance technicians. These personnel must be available during the duty day; when dispatch is open a minimum of two employees will be present.

6.6.2. The Chief Pilot and appropriate Chief Instructors are responsible for each FAR Part 141 programs; however, additional administrative personnel will be hired as the program grows. All instruction, briefings, or direction given to CFIs

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

and other school employees must be recorded and reviewed yearly and/or when changes occur.

6.6.3. The UVSC Global Aviation Science Department Chair is responsible for the entire aviation program; however, he/she delegates many of the responsibilities to subordinate personnel. The chain of command is established by edict and authority is granted in writing to those delegated to positions within the department.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 7

7.1. FLIGHT REVIEW AND EVALUTATION BOARDS

7.1.1 PURPOSE: The purpose of the Flight Review and Evaluation Boards is to provide a mechanism for oversight of all flight-training activities. It is essential that students, mechanics, and employees on flight status monitor pilot progress by analyzing critical events that could affect the program negatively. The goal of UVSC is to ensure that the administration offers an effective and efficient educational opportunity where safety and a positive training environment are emphasized. Each person assigned to pilot UVSC aircraft or perform crewmember duties must maintain the highest professional standards and adhere to all procedures set by the department. When an employee, CFI, or a student's performance is in doubt, justification for continued aviation service or authorization to pilot UVSC aircraft is subject to a formal review.

7.1.2. The Flight Review Board (**FRB**) will monitor student *progress milestones* that include but are not limited to the following:

- Greater than 20 Hours to Solo
- Two Consecutive Unsatisfactory Stage Checks
- Two Consecutive Unsatisfactory Practical Exams
- Issues Identified by the Safety Manager
- Any Unsafe or Abnormal Operation
- Flight or Ground Grades that are Less than Satisfactory
- Other Administration Concerns

7.1.3. The purpose of the FRB is to provide recommendations for student progress. All flight instructors must be part of this process by bringing forward the necessary *milestones* that will help ensure that a safe environment is maintained throughout the training process. The FRB will make recommendations for future consideration and when necessary recommend corrective action. Additional board proceeding may be required if corrective action or recommendations are unsuccessful.

7.1.4. A Flight Evaluation Board (**FEB**) will convene if a CFI, mechanic, or employee on flight status fails (not limited) to meet the following:

- Remain Professionally Qualified
- Is Disqualified for (Non-Medical) Performance

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

- Has Marginal Potential for Continued Aviation Service
- Lacks Proficiency for Non-Medical Reasons
- Failure to Maintain Currency Requirements
- Failure to Maintain Medical Qualification
- Flagrant Violation of Regulations, Policies, and/or Procedures
- Undesirable Habits or Traits of Character
- Failure to Comply with the UVSC Drug-Testing Program
- A Positive Drug Test Result
- Unsatisfactory Duty Performance
- Insufficient Motivation
- Poor Customer Service or Lack of Professionalism with Students

7.1.5. **APPOINTING AUTHORITY:** Appointing authority is granted by the UVSC Global Aviation Science Department Chair or his/her representative and is convened under the direction of the Chief Pilot. The board will consist of an uneven number of voting members and include as a minimum: 1) Director or Assistant Director; 2) Chief Pilot; 3) Operations Manager; 4) Section Leader; and 5) Safety Manager. Other members may be included as requirements justify and if necessary, a non-voting legal advisor may be appointed.

7.1.6. The objective of each review board is to ensure that all information relevant to a pilot's qualification (as specified above) is presented and that the proceedings are objectively evaluated. Each board receives exhibits and hears testimony in an open session. Informal conversation including *off the record comments* and reference to other matters not applicable to the proceedings will be avoided and extracts or attachments from other investigations will not be considered as evidence by board members.

7.1.7. The FEB requires formal notification to all CFI's and mechanics on flight status. Character witnesses may be used, however, they will not be a part of the board or present during testimony other than their own.

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

CHAPTER 8

8.1. Global Aviation Science Department Telephone Numbers

8.1.1. Department Chair

Name: Larry Marsing 863-7810 (C) 368-2165

8.1.2. Chief Pilot/ACR

Name: Steve Smith 863-7791 (C) 368-1032

8.1.3. Chief Instructor

Name: Brice Williams 863-7820 (C) 368-1457

8.1.4. Chief Instructor

Name: Bill Ogilvie Vacant

8.1.5. Section Leader

Name: Vacant Vacant

8.1.6. Chief Instructor

Name: Vacant Vacant

8.1.7. Chief Ground Instructor

Name: Rich Crandall 863-7784 (C) 368-1499

8.1.8. Maintenance Manager

Name: Art Granger 863-7802 (C) 722-5180

8.1.9. Chief Dispatcher/Safety Manager

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Name: Mario Markides 863-7785 (C) 361-8165
Cedar City AFSS 1 (800) WXBRIEF
Flight Operations Center 863-7777 / 7831

Subject Index

Title Page	1
Introduction	2
Declaration	3
Purpose	4
Revisions	5
Obligation	6
Chapter 1 - General	7-10
About the Program	7
Graduation Requirements	7 - 9
General Operating Rules	9
Deviations	9 - 10
Chapter 2 – Responsibilities	11 - 15
Student Responsibilities	11
Attendance	11
Flight Records	12
Reckless Behavior	12 - 13
PIF File	13 - 14
Documents and Publications	14 - 15
Administration	15
Chapter 3 - Operations	16 - 52
Local Flying Area	16 - 18
Pilot-In-Command	18 - 19
Aircraft Scheduling	19 - 21

Utah Valley State College Global Aviation Science Department

Flight Training Safety Policies and Procedures Manual

Required Equipment	21 - 22
Checklists	22 - 23
Dispatch Procedures	23 - 29
Pilot Currency	29 - 30
Pilot Training	30 - 31
Aircraft Checkouts	31 - 32
Pre-Solo Examinations	32
Refueling	32 - 33
Ground Operations	33 - 34
Flight Restrictions	34 - 36
Night Flight	36
Passenger Policy	37 - 38
Duty Day	38
Flight Plans	38
Airport Procedures	38 - 40
Minimum Altitudes	40
Multi-Engine/Complex Aircraft Operations	41- 46
Formation Flights	46
Unusual Attitude Safety Training (UAST)	46 - 47
Student Pilots	47 - 48
Fuel Reserves	48
Other Restrictions	48
Practical Tests	48 - 49
Approved Airports	49 - 52
Chapter 4-Safety	53 - 56
Fire Prevention	53 - 54
Mountain Flying	54
Over Water Flights	55
Accidents/Incidents	57 - 56
Chapter 5 – Maintenance	57 - 60
50/100 Hour Inspection	57
TAC/Hobbs Sheet	57
Airworthiness	57 - 59
Functional Flight Checks	59 - 60

Utah Valley State College Global Aviation Science Department
Flight Training Safety Policies and Procedures Manual

Chapter 6 - CFR Part 61/141	61 - 70
Students	61 - 62
Jeppesen Course Syllabus	61 - 66
Chief Instructors	66 - 67
Assistant Chief Instructors	68
Check Instructors	68
Flight Instructors	68 - 70
Other Personnel	70
Chapter 7 - Flight Review and Evaluation Boards	72 - 73
Purpose	72
FRB	72
FEB	72 - 73
Appointing Authority	73
Chapter 8 - Telephone Numbers	74
Subject Index	75 - 77