



# Operations Manual

**Pilot:**

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15 Feb 2017

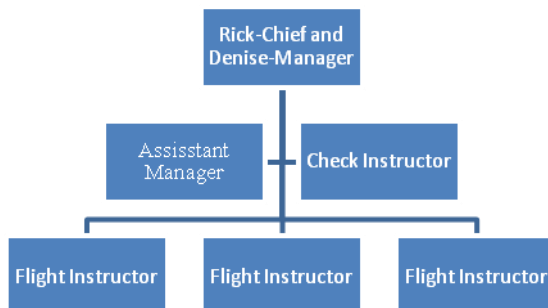
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## Company Overview and Financial Practices

**1.1 Mission Statement:** WINGS Flight School was established in 2009 with the mission to provide high quality flight training and unsurpassed customer service in helping clients achieve their flying goals, with a strong focus on safety, convenience and fun.

### 1.2 WINGS Flight School Staff



### 1.3 Flight Safety

1.3.1 Flight safety is everyone's responsibility. Staff and clients are encouraged to immediately bring any safety related issues, or any potential safety issues to the Chief or manager's attention.

### 1.4 Flight Instructor Status

1.4.1 For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is necessary because of the high degree of standardization and supervision required to conduct flight operations without undue risk to the clients, staff, and general public. It does not imply any status used by the IRS for defining employee status.

### 1.5 Payment Policy

1.5.1 Payment for Services is due at the time the service is rendered.

1.5.2 Pre-payments are encouraged as a way to better serve clients by guaranteeing availability of funds for training and provide a discount on aircraft rental when balance is over \$400. Unused balances will be refunded on request or whenever a client completes a course of training for which the payment was intended.

1.5.3 Clients will be informed of the loan programs available for their flight training. Loans from these programs will be administered according to the loan agreement.

1.5.4 Aircraft Flight Time. The Pilot is responsible for checking the current HOBBS/TACH time, to the highest tenth, on the aircraft dispatch. HOBBS/TACH differences found prior to starting the aircraft must be immediately reported to WINGS Staff for adjustment PRIOR TO FLIGHT. Unreported differences are the Pilot's responsibility. The Pilot will record on the aircraft dispatch, to the highest tenth, the ending HOBBS/TACH time after shutting down the aircraft.

1.5.5 Fees at Other Airports. The Pilot is responsible for settling all landing, tie-down, handling, and/or any other fees incurred en route or at the Pilot's flight destination at the time they are incurred. If not settled at that time, the Pilot will be charged a processing fee \$25.00 for failure to comply with this rule.



- 1.5.6 **24 Hour cancellation policy.** Cancellations for any reason other than weather must be received at least 24 hours in advance to avoid a late cancellation fee and an instructor late cancellation fee. **Only the instructor can weather-cancel an instructional flight.**
- 1.5.7 WINGS reserves the right to rent any aircraft for which the Pilot is more than 15 minutes late for Pilot's scheduled time. Pilots must return the aircraft at the scheduled time. Late returns, which impact WINGS rental operations or flight instruction, may result in additional charges.
- 1.5.8 WINGS will charge a returned check fee of \$40.00 on all items returned by a client's financial institution.
- 1.5.9 There will be a charge of up to \$25.00 for aircraft returned and not re-fueled, cleaned and left "mission ready" after a flight.

## 1.6 Insurance Coverage

- 1.6.1 WINGS Flight School maintains liability insurance in the amount of \$2,000,000 per occurrence, limited to \$100,000 per passenger and hull coverage with a deductible of \$1000.
- 1.6.2 Insurance covers WINGS Flight School and does not preclude the insurance company from subrogating claims against the Pilot in Command.
- 1.6.3 Renter's Insurance is required effective April 1, 2017 for renters and students. In lieu of proof of insurance, a \$1,000 deposit will be required to be on account to cover any potential damage and insurance deductible. A blanket Renters' Policy has been negotiated at a reduced rate and no special application is needed. Coverage is automatic. The premium will be billed on a monthly basis to the clients' payment account for the duration of their "active" status.

## 1.7 Facilities

- 1.7.1 Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean. Dispose of all outdated charts and regulations.

## 1.8 Terms and Definitions

The term "company" used in this manual refers to WINGS Flight School.

The term "PIC" refers to the Pilot In Command of the aircraft.

The term "Student" refers to someone who does not hold a Private, Commercial, or ATP certificate appropriate to the aircraft category flown.

The term "IPC" refers to an Instrument Proficiency Check as defined by 14 CFR 61.57, FAA-S-8081-4, and Attachment 2 of this manual.

The term "Flight Review" refers to a flight review prescribed by 14 CFR 61.56 and Attachment 2 of this manual.

The term "Stabilized Approach" means the aircraft is properly configured, an appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path.

The term "TAA" refers to a technically advance aircraft, or one having a GPS with moving map display, with or without the ability to couple the GPS navigation data to an autopilot.

## Student Enrollment

- 2.1 **Student Enrollment Procedures:** during the enrollment of new students a student record will be created on the following systems:
- ◆ Online schedule (My Flight Train)



- ◆ CTA (Course Tracking Application) for Private, Instrument, Commercial and Multi-Engine Add-on courses.
  - ◆ Course enrollment and tracking for Flight Instructor, Instrument Instructor and Multi-Engine Instructor Courses will be in My Flight Train, including lesson grading and graduation requirement tracking.
  - ◆ If part 61 student comes to WINGS for completion of a certificate who does not purchase the online training kit, manual/paper training logs will be kept in student file
- 2.1.1 A Student record folder will be created with the students documents containing:
- ◆ Proof of citizenship (Passport or Birth certificate). In case of non-US citizens refer to the TSA procedures for clearance prior to initiating training.
  - ◆ Copy of Government issued ID (license/medical/passport/etc)
  - ◆ Completed Rental Agreement and Operations Manual Document Receipt Form
  - ◆ Complete Covenant Not to Sue and Medical Certification
  - ◆ Complete aircraft checkout forms (in cases of renters and graduates) which includes their “personal minimums”
  - ◆ Copy of Medical Certificate
- 2.2.1 Chief, Assistant Chief or Manager will be responsible for conducting or overseeing the enrollment of new students.
- 2.2.2 Chief, Assistant Chief or Manager will be responsible for the administration of TSA clearances for non-US students.

## **Aircraft Dispatch Procedures**

### **3.1 Dispatch Procedures**

- 3.1.1 Aircraft will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.
- 3.1.2 Aircraft keys will be kept in a secure location, inaccessible to clients.

### **3.2 Dispatch Authorization**

- 3.2.1 The following staff members are authorized to dispatch aircraft:
- a. Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of their assigned clients.
  - b. All flights where a student pilot is flying solo will be dispatched by a flight instructor who is present at the airport and familiar with the student's capabilities.

### **3.3 Dispatcher Actions**

- 3.3.1 The individual dispatching an aircraft will ensure the PIC:
- ◆ Has read the pertinent sections of this manual and the Current Notices Board
  - ◆ Has presented a valid government photo identification
  - ◆ Meets the currency requirements of Paragraph 4.2
  - ◆ Has a valid FAA Pilot Certificate on file
  - ◆ Has a valid FAA Medical Certificate on file

- ◆ Has a Valid Driver's License on File
- ◆ Has completed a Rental Agreement
- ◆ Has completed the Covenant Not to Sue and Medical Certification Forms
- ◆ Has an account in good standing

3.3.2 Aircraft will not be dispatched to student pilots unless authorized by their assigned instructor.

3.3.3 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief or Assistant Chief Instructor's authorization.

3.3.4 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless

- a. cleared by maintenance or,
- b. approved by the Chief Instructor or Manager.

## Renter Pilot Qualification and Currency Requirements

### 4.1 Qualifications

4.1.1 Before flying, clients must complete the:

- ◆ Rental Agreement
- ◆ Receive the Operations Manual and sign a document receipt form
- ◆ Covenant Not to Sue and Medical Certification forms on file
- ◆ Appropriate aircraft / pilot checkout(s)
- ◆ Appropriate aircraft written test(s)

4.1.2 Refer to Attachment 1 for a list of initial pilot requirements.

4.1.3 Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.

4.1.4 Pilots must complete a Night Checkout if they desire to fly as PIC at night.

4.1.5 Pilots who are instrument rated must complete an IPC to act as PIC of company aircraft certified for IFR flight.

4.1.6 Pilots must complete a **mountain checkout** if they desire to take a WINGS aircraft to any airport with an elevation higher than 3,000 ft. MSL, or over mountainous terrain higher than 8,000 ft.

4.1.7 Tailwheel operations: A minimum requirement of 150 Hrs of total time, 25 Hrs of tailwheel and a checkout with a WINGS CFI. In lieu of 25 Hrs of tailwheel time a minimum of 10 Hrs of instruction with a WINGS CFI is required or approval of the Chief Instructor. Initial checkout will be granted operating in the utility category with front-seat occupants only until the pilot has at least 50 Hrs of experience in tailwheel aircraft. Proficiency of both 3 point and wheel landings with 10 kts X-wind.

### 4.2 Pilot Currency- Any deviation from this currency must be pre-approved by Chief Instructor

4.2.1 Pilots must have completed a Flight Review, in the most complex aircraft they are authorized to fly, within the preceding 12 calendar months, to act as PIC of company aircraft.

4.2.2 Pilots must have completed a Flight Review, in each Category aircraft they are authorized to fly, within the preceding 12 calendar months. (Insurance Review)

4.2.3 Pilots with an instrument rating must have completed an IPC within the previous six months if flying an aircraft certified for IFR flight.

4.2.4 To act as PIC, pilots shall have accomplished three takeoffs and landings within the preceding 60 days in each make and model aircraft they wish to fly.



- 4.2.5 To act as a PIC in a **Complex, Tailwheel, or Multi-Engine Aircraft**, the pilot shall have accomplished three takeoffs and landings, to a full stop, within the preceding 60 days in each make and model aircraft they wish to fly.
- 4.2.6 Pilots who have not made three takeoffs and landings in a particular make and model aircraft within the preceding six months must accomplish a recurrency check for that make and model aircraft.
- 4.2.7 Pilots shall fly with, and receive a logbook endorsement from, a company instructor to regain any currency.

## Aircraft Operations

- 5.1 **Preflight Actions:** it is the Pilot's sole responsibility to comply with all FARs and the aircraft manufacturer's guidelines and any other source regulating pre-flight procedures. Any damage, un-airworthy conditions, or missing documents found during pre-flight of the aircraft must be reported to WINGS staff immediately PRIOR TO FLIGHT. Pilot agrees not to accept the aircraft until Pilot is satisfied with the aircraft airworthiness, and functioning of its equipment and accessories. With respect to post-flight inspections, it is the Pilot's sole responsibility to comply with all FARs and the aircraft manufacturer's guidelines and any other source regulating post-flight procedures. Any damage found, must be reported to WINGS staff immediately and prior to leaving WINGS's premises. Any damage caused by the Pilot or during Pilot's use of the aircraft, and not reported to WINGS staff will result in termination of flying privileges with WINGS and collection action being taken against the Pilot for the cost of repairs. The Aircraft will be returned by the Renter in the same condition as renter receives it, subject to ordinary wear and tear.
  - 5.1.1 Pilots shall file a flight plan for all flights outside the local area. And leave a copy of the flight plan at the flight desk or via e-mail.
  - 5.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended flight is onboard the aircraft.
  - 5.1.3 The PIC shall ensure an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water, beyond gliding distance from land.
  - 5.1.4 Pilots shall not begin a flight unless there is sufficient fuel to complete the flight to the point of intended landing plus a minimum 1 hour( at normal cruise consumption) reserve.
  - 5.1.5.1 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft does not have at least a 1 hour fuel reserve.
  - 5.1.5.2 Unless weight and balance limitations dictate otherwise, pilots will take-off with full fuel for any flight outside the local area.
  - 5.1.6 Pilots shall ensure adequate tie-down equipment is onboard if landing at an airport without tie-down equipment.
  - 5.1.7 Each passenger shall occupy a seat with an individual seat belt; children under 4 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt.
  - 5.1.8 Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
  - 5.1.9 Pilots will calculate weight and balance data for each flight.
  - 5.1.10 Pilots will ensure loose items are secured prior to flight.

## 5.2 Ground Operations

- 5.2.1 Pilots will not taxi on surfaces where braking action or directional control is questionable.
- 5.2.2 Pilots will not takeoff or land on surfaces with standing water, snow, or ice.
- 5.2.3 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.
- 5.2.4 Pilots are personally responsible for escorting passengers on the ramp and to brief all passengers on the hazards of ramp operations.
- 5.2.5 Pilots will use the designated tow bar to move aircraft and use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the airplane.
- 5.2.6 Pilots must park aircraft only in designated ramp areas.
- 5.2.7 Smoking is prohibited in, or within 50 feet of aircraft and anywhere on the ramp.
- 5.2.8 Cleanliness. It is the Pilot's responsibility to leave the aircraft interior in a clean condition after each flight. In addition, the leading edges and windshield are to be cleaned. The Pilot may be charged a minimum cleaning fee of \$25.00 for failure to comply with this rule.
- 5.2.9 Food/Drinks/Animals in Aircraft. Please do not eat or drink in WINGS aircraft unless necessary due to the length of the flight. Carry only re-closable containers. The Pilot may be charged a minimum cleaning fee of \$25.00 for failure to comply with this rule. Carriage of animals in WINGS aircraft may only be done in an approved container.
- 5.2.10 Airplanes will be tied down, both main wheels chocked for Tailwheel airplanes, flight control lock installed, all doors locked, sunshades and the Pitot tube cover installed when parked. The Pilot may be charged a tie-down fee of \$20.00 for failure to comply with this rule.
- 5.2.11 Passengers will not board or deplane when any of the aircraft engines are operating.
- 5.2.12 During preflight operations, pilots shall treat all propellers as if the engine may start, pilots shall ensure:
- ◆ All passengers remain well clear of propeller arc
  - ◆ Mixture is in the cutoff position
  - ◆ Magnetos are off
- 5.2.13 Master/Avionics Switches. It is the Pilot's responsibility to leave the aircraft with the master and avionics switches turned off during preflight, refueling and after each flight. If it becomes necessary to recharge an aircraft battery because of failure to comply with this rule, the pilot may be charged a fee equal to 1 hour of shop labor which is currently \$90.00. **We do not jump start WINGS aircraft.**

## 5.3 Engine Starting and Taxiing

- 5.3.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.
- 5.3.2 Before starting engines pilots will turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.
- 5.3.3 Pilots must use caution to prevent damage as a result of propeller blast.
- 5.3.4 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should:
- ◆ Use caution not to over prime
  - ◆ In case of engine fire during start, follow manufactures guidance; however, do not endanger themselves or their passengers
  - ◆ Do not try and fight the fire if they have exited the aircraft



- 5.3.5 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports, before leaving the parking spot (from fuel to parking self-announcements are optional if there is no ground traffic) in accordance with AC91-73B and AC90-42F.
- 5.3.6 Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.
- 5.3.7 Pilots shall not exceed 5 MPH taxi speed in congested areas.
- 5.3.8 Pilots shall not taxi when ground visibility is less than 1/8 SM.

#### **5.4 Weather Minimums**

- 5.4.1 Day VFR airplane minimums are 1,500 foot ceiling and 3 miles visibility for the local area; 2500' ceiling and 5 miles visibility for all other flights.
- 5.4.2 Night VFR airplane minimums are 2,500 foot ceiling and 5 miles visibility.
- 5.4.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.
- 5.4.4 Pilots shall comply with maximum crosswind component data posted in the aircraft POH or Owners' Operating Manual.
- 5.4.5 Pilots shall not takeoff when the tailwind component exceeds 10 Knots.
- 5.4.6 Flight will not be initiated if surface winds are forecast to be greater than 30 knots and flights will be terminated as soon as practicable if surface winds exceed 30 knots.

#### **5.5 Night Flight**

- 5.5.1 The following shall not be performed at night:
  - ◆ Aerobatics
  - ◆ Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
  - ◆ Operations at airports without runway lighting
  - ◆ Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
  - ◆ Simulated emergency training, to include forced landings, except to lighted runways
  - ◆ Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction
  - ◆ Local VFR night flight, unless the pilot maintains visual contact with an airport approved for night operations or holds a current instrument rating
  - ◆ Night flying over, or to and from, airports within the Sierra Nevada Mountains or to and from airports above 3,000 feet MSL.
  - ◆ Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls
  - ◆ Land and Hold Short Operations (LAHSO)

5.5.2 Night operations will not begin unless at least one operating taxi or landing light is functional.

5.5.3 For night operations runway lights are required, flight will not start unless the runway lights are operating normally and “on”. Flights will not continue to an airport with inoperative runway lights (check notams).

## 5.6 Operations in IMC

5.6.1 The following shall not be performed in IMC

- ◆ Engine Failures
- ◆ Instrument Failures
- ◆ Navigation Failures
- ◆ Unusual attitudes, stalls, approach to stalls, or slow flight

## 5.7 Operations at Uncontrolled Airports

5.7.1 Pilots shall:

- ◆ Avoid extended holding delays across the hold line or in takeoff position
- ◆ Not perform straight-in VFR approaches to uncontrolled airports unless there is an instructor on board, it has been determined that there is no other aircraft in the pattern and appropriate position calls on the CTAF are made (Note: This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF)
- ◆ Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the Aeronautical Information Manual
- ◆ Only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Instructor
- ◆ Not takeoff or land airplanes on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater
- ◆ Not takeoff or land airplanes on runways less than 50 feet wide. Other than with prior permission from the Chief or Assistant Chief Instructor.
- ◆ Overfly (500' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing (Note: Not applicable to actual instrument approaches.)

5.7.2 Unpaved Airport Landings. Other than with prior permission from the Chief or Assistant Chief Instructor, the Pilot is NOT ALLOWED to conduct any “unpaved airport landings”. “Unpaved Airport Landings” include, but are not limited to: grass, turf, unpaved, gravel and/or any other unstable surface.

5.7.3 Airports with Limitations: The following airports will need a special dispatch and authorization from the Chief Instructor prior to conducting operations: Aspen, CO • South Lake Tahoe, CA • Leadville, CO • Telluride, CO • all Idaho backcountry airports • Big Bear • Mammoth • Truckee Tahoe • Minden • Avalon Catalina • Kern Valley • any airport with a density altitude over 5,000' • All Colorado ski area airports.

## 5.8 Minimum Altitudes

### 5.8.1 Pilots shall:

- ◆ Not fly below 1000 feet AGL (2000 feet in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
- ◆ Not descend airplanes below 400' AGL, unless the aircraft is established on a stabilized approach
- ◆ Not descend airplanes below 500 feet AGL during practice simulated forced landings, except to approved runways
- ◆ Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft
- ◆ Not conduct aerobatic maneuvers below 2,500 feet AGL
- ◆ Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft
- ◆ Noise abatement: Pilots should familiarize themselves and comply with noise abatement procedures for the airport of intended use. Locally at the Nut Tree no turn should be made before 800 ft AGL. As safety permits.

## 5.9 Multi-Engine Aircraft

- 5.9.1 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitudes recoveries, or simulated engine failures unless accompanied by a company instructor pilot approved for instruction in that Make and Model aircraft.
- 5.9.2 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes recoveries below 3,000 feet AGL.
- 5.9.3 Instructors shall not simulate engine failures on the runway at an airspeed greater than 1/2 VMC and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.
- 5.9.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended VSSE or VYSE, whichever is greater.
- 5.9.4 Instructors may demonstrate feathering of one propeller above 3,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in un-feathering the propeller.
- 5.9.5 Instructors may only simulate engine failures, while airborne, below 3,000 feet AGL by retarding the throttle of the selected engine.
- 5.9.6 Simulated single engine go-arounds shall not be initiated or continued below 500 feet AGL.

## 5.10 Other Restrictions

### 5.10.1 Pilots shall not:

- ◆ Use company aircraft in any race, speed test or contest
- ◆ Use company aircraft for any illegal purpose
- ◆ Allow use of company aircraft by any person other than Renter who signed the Agreement
- ◆ Allow anyone else to touch the flight controls
- ◆ Conduct formation flights

- ◆ Use company aircraft for towing aircraft or banners
- ◆ Use company aircraft for parachuting or sky diving
- ◆ Use company aircraft for commercial purposes
- ◆ Takeoff with snow or frost on the aircraft
- ◆ Land on runways with snow or ice
- ◆ Conduct simulated emergency procedures unless a company instructor is on-board the aircraft
- ◆ Fly outside the United States (Unless previously authorized by the Chief Pilot the Owner and the Owner of the Aircraft)
- ◆ Carry any hazardous cargo
- ◆ Attempt to takeoff if they have made an unscheduled off-airport landing
- ◆ Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction
- ◆ Conduct contact approaches
- ◆ Hand prop any aircraft
- ◆ Perform intentional in-flight engine shutdowns except as provided in 5.9.4
- ◆ Under no circumstance will the mixture be retarded or the fuel shutoff valve be turned off in single engine aircraft.
- ◆ For operation in density altitude in excess of 6000 ft the runway length may not be less than indicated on the POH X 2.5 and with a minimum of 300ft per minute climb to an appropriate cruise altitude.
- ◆ Perform spins in company aircraft unless training towards a Certificated Flight Instructor course with a spin authorized instructor on board.

5.10.2 The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:

- ◆ Prohibited by the flight manual
- ◆ Weight and balance considerations dictate otherwise
- ◆ A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under VFR in the local training area
- ◆ The pilot is a flight instructor flying under VFR in the local training area
- ◆ The pilot is a flight instructor conducting flight instruction or receiving/administering flight checks

## 5.11 Refueling

5.11.1 Pilots shall:

- ◆ Turn off all aircraft power prior to refueling
- ◆ Ensure cell phones are not used during refueling
- ◆ Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- ◆ Maintain the ground until fueling connections have been removed
- ◆ Not refuel if thunderstorms are present in the vicinity of the airport

5.11.2 Oil and Fuel: WINGS aircraft is offered at "Wet" rates. WINGS is responsible for the use of oil. If oil is purchased off-site, WINGS will reimburse the renter for the oil purchased with a receipt. WINGS is responsible for the purchase of fuel. If the aircraft requires offsite refueling, WINGS will reimburse the renter per the current home field fuel rates.

## **Pilot Training**

### **6.1 Training Prerequisites**

6.1.1 Clients enrolled in any course, other than Sport Pilot, must have a valid FAA medical certificate prior to solo.

6.1.2 Clients enrolled in a Sport Pilot or Private Pilot program without a medical certificate must have either an FAA medical certificate and complete the Medical Certification form and they must obtain a letter from their health care provider certifying their fitness to fly.

### **6.2 Student Pilots**

6.2.1 Solo Student Pilots shall not:

- ◆ Fly when the crosswind component exceeds 10 knots
- ◆ Fly when the surface wind exceeds 20 knots
- ◆ Fly in the traffic pattern when weather is less than 2000' Ceiling and 3 Miles Visibility
- ◆ Fly in the local training area when weather is less than 3000' Ceiling and 5 Miles visibility
- ◆ Fly Cross Country when the weather is less than 5000' Ceilings and 5 miles visibility
- ◆ Perform touch-and-go landings at a runway that is less than 4000 ft. in length
- ◆ Continue an approach if a landing cannot be made in the first 1/3 of the runway an A GO-AROUND must be executed
- ◆ Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87
- ◆ Fly solo between the hours beginning 1 hour before Sunset and ending 1 hour after Sunrise unless required for an approved course of training
- ◆ Conduct simulated forced landings, engine failures or stalls
- ◆ Perform touch & goes in a multi-engine complex, high performance or Taiwheel aircraft

6.2.2 The Chief Instructor shall develop standard training cross-country routes. Only the Chief Instructor may authorize the use of other routes.

6.2.3 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the Chief, Assistant Chief, or Check Instructor.

6.2.4 On the first solo cross country flight, student pilots shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief Instructor. Prior to the student's first solo cross country flight, the FAA Knowledge test must be completed and passed with a satisfactory grade.

### **6.3 Written Tests**

- 6.3.1 Required written tests are detailed in Table 2.3.
- 6.3.2 All written exams will be documented on the Written Exam Answer Sheet, CTA or My Flight Train..
- 6.3.3 The minimum passing score on any test is 80 percent. An instructor will correct the test to 100 percent and review all deficient areas with the client prior to flight. Clients receiving less than 80% on a written test will be referred to the Chief Instructor.
- 6.3.4 Questions should provide the client a self-paced study of all pertinent aspects of the subject material and flow sequentially from the source documents.
- 6.3.5 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall also be evaluated. Each aircraft closed book examination shall examine the information on the reverse side of the Written Exam Answer Sheet.
- 6.3.6 Private pilot student pilots must pass the FAA Knowledge test prior to their solo cross county flight.

### **6.4 Runway Incursion Awareness**

- 6.4.1 All training courses will emphasize Runway Incursion Awareness. As a minimum all aspects of Advisory Circular 91-73 shall be covered with each client.
- 6.4.2 All self announcements will be clear and concise. Do not use the term “the active” in lieu of runway number.

### **6.5 Sterile Cockpit**

- 6.5.1 During taxi, flight below 3000 ft. AGL (except in cruise), and any other flight regimes with high cockpit workload, pilots will refrain from distracting, non-essential tasks, including conversations and any other activities that might divert the student’s attention from flying the airplane. Special vigilance will be maintained during taxi, takeoff, climb, descent and while in the pattern and high traffic areas where there is increased risk of collision or pilot error.
- 6.5.2 Passengers are not allowed on instructional flights without prior permission of the Chief Instructor. This is to prevent the additional distraction to the student during the increased workload of a training environment. Passengers during training are restricted to cross country training flights.

## **Flight Instructor Procedures**

### **7.1 Chief Instructor Responsibilities:**

- ◆ Direct all flight training and checkout activities according to 14 CRF Parts 61, 91, and 141; and this manual
- ◆ Make client/instructor assignments
- ◆ Develop standardized flight check procedures
- ◆ Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction
- ◆ Stop any pilot from flying when, in the Chief Instructor's judgment, flight safety may be compromised

## 7.2 Flight Instructors Responsibilities:

- ◆ Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised
- ◆ Act as PIC of the aircraft while conducting flight instruction
- ◆ Maintain a valid FAA Third Class Medical Certificate (second class needed for commercial flights)
- ◆ Assist the Chief Instructor, as required, in developing training and checkout procedures
- ◆ Conduct training and checkouts according to this manual and applicable FARs

7.2.1 Instructors will complete a checkout with the Chief Instructor for every course of instruction, and for each make and model aircraft in which they will instruct.

7.2.3 Instructors must complete an annual evaluation with the Chief Instructor, Assistant Chief Instructor, a Designated Pilot examiner, or FAA Operations Inspector for every Category and Class aircraft in which they instruct. The Chief Instructor will determine what maneuvers will be performed and which aircraft will be use for these flights.

## 7.3 Instructor Pilot Conduct

7.3.1 The viability of WINGS Flight School is directly dependent on the service flight instructors provide our clients, and the safety of clients is directly dependant on the quality of instruction performed.

7.3.2 Comply with 14 CFR at all times.

7.3.3 Set a professional example.

7.3.4 Follow Instructor's Code of Conduct guidelines.

## 7.4 Pilot Checkout Procedures

7.4.1 Our clients come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Our job is to conduct a thorough checkout each and every time you fly with any of our clients. The existence of this company is dependent on our safety record, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal input to make these programs better. Please bring any suggestions to the Chief Instructor or Manager.

7.4.2 All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 2. Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR 61. Subsequent aircraft make and model checkouts will be conducted according to Attachment 2; however, the Flight Instructor need not complete the additional items necessary for the Flight Review unless the client is transitioning to or from a TAA aircraft.

7.4.3 Instrument Checkouts. All initial instrument checkouts will be preformed according to Attachment 2 and 14 CFR 61.57, and instructors will complete an endorsement for an Instrument Proficiency Check. Subsequent make and model checkouts for pilots with instrument ratings need not include an Instrument Proficiency Check unless the client is transitioning to or from a TAA aircraft. In all cases the instructor must ensure the client has demonstrated the ability to use all installed equipment under IFR conditions.

7.4.4 Instructors will ensure checkouts are conducted according to this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA Practical Test Standards for a Private Pilot / Instrument Rating. The intent of the checkout is to ensure the pilot is capable of meeting the standards; it is not designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction. If a pilot cannot perform a maneuver to the required standard, instructors will discuss with the Chief/Assistant Chief Instructor to develop an appropriate course of training. Be sure to emphasize to the client that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.

7.4.5 **Night Checkout.** No renter shall make a night flight unless he or she has been previously checked out and approved for night flying by a WINGS flight instructor. It is the renter's responsibility to maintain night currency according to the current FARs. If a renter's FAR night currency for carrying passengers has expired, regardless of day currency that renter must get a night recheck by a WINGS instructor to operate a WINGS aircraft at night with or without passengers unless this requirement is waived by the Chief Instructor.

## Maintenance Procedures

### 8.1 Maintenance Director Responsibilities:

- ◆ Ensure aircraft records are maintained according to manufacturer's maintenance manuals and FAA directives
- ◆ Establish a program of scheduled inspections, routine maintenance, and component overhauls, and develop a maintenance/inspection procedures manual according to FAA Advisory Circular 145-3
- ◆ Ensure current maintenance status is reflected in aircraft dispatch books.

### 8.2 100 Hour Inspections

8.2.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft and are **not** to be over flown.

### 8.3 Time Between Overhaul (TBO) and Life Limited Components

8.3.1 Aircraft components will be overhauled at the manufacturer's recommended TBO.

8.3.2 Aircraft components will be replaced at the manufacturer's recommended replacement interval.

8.3.3 Actions directed by manufacturer's mandatory service bulletins will be performed.

### 8.4 Grounding

8.4.1 Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log (squawk sheet), and the aircraft shall not be operated until released by authorized company personnel or a licensed A and P/ IA mechanic.

### 8.5 Maintenance Records

8.5.1 Logbook entries shall contain reference to the manufacturers service manual, or other technical data acceptable to the FAA Administrator, used to complete all maintenance performed and the part number(s), and serial number(s) if applicable, of all parts installed during the maintenance process.



## **8.6 Functional Check Flight (FCF)**

8.6.1 FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the Director of Maintenance could:

- ◆ Alter the flight characteristics of the aircraft
- ◆ Affect the navigation systems of the aircraft.
- ◆ Adversely affect the operability of aircraft systems and cannot be adequately ground tested

8.6.2 Managers will designate the most qualified instructor pilots to perform FCFs of aircraft being returned to service following maintenance.

## **8.7 Deferred Maintenance**

8.7.1 The Manager or Chief will be the final authority for approving those discrepancies the Maintenance Director or Mechanic has determined may safely be deferred until the next scheduled inspection. Discrepancies the Maintenance Director does not think can be deferred shall be considered grounding items.



## Attachment 1 - Pilot Qualifications

### Single Engine Fixed Gear Aircraft

#### **200 Horsepower or Less:**

- Airman's certificate (ASEL): Student, Private, Commercial, or ATP

#### **201 - 236 Horsepower:**

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 75 hours, or 25 hours in make and model
- PIC time in aircraft with 201 - 236 horsepower: 5 hours, or 5 hours as PIC in make and model, or completion of an approved training program of not less than 5 hours

#### **237 Horsepower or Greater:**

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 100 hours, or 25 hours in make and model
- PIC time in aircraft with 237 horsepower or greater: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

#### **Tailwheel Aircraft**

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 150 hours of total time, 25 Hrs of tailwheel and a checkout with a WINGS CFI. Or in lieu of 25 Hrs of tailwheel time a minimum of 10 Hrs of instruction with a WINGS CFI is required.
- Recency of experience to maintain tailwheel privileges is 30 days.

### Single Engine Retractable Gear

#### **200 Horsepower or Less:**

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Instrument Rated
- Pilot Time: 150 hours, or 25 hours in make and model
- PIC time in complex aircraft: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

#### **Greater than 200 Horsepower:**

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Instrument rated
- Pilot Time: 150 hours, or 25 hours in make and model
- PIC time in complex aircraft: 25 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours <sup>1</sup>

### **Multi-Engine Aircraft**

- Airman's certificate (AMEL): Private or Commercial with Instrument Rating or ATP
- Pilot Time: 250 total hours,
- 100 hours in Complex aircraft.
- PIC time in piston multi-engine aircraft: 25 hours in make and model, or the completion of a WINGS FS approved training program of not less than 15 hours and 5 Hour PIC in make and model.
- Recency of experience to maintain multi-engine privileges is 60 days for pilots over 2500 of Total Time, or 30 days for lower time pilots.

Note 1: Pilots may "proficiency" advance with the approval of the Chief Instructor; however, in no circumstances will the flight phase be less than 5 hours.

## Attachment 2 - Pilot Checkouts

1. The minimum requirements for a Flight Review, aircraft make and model, instrument, night, and re-currency checkouts are shown in Table 2.1. All tasks indicated with an “X” must be evaluated by the instructor conducting the checkout; however, additional tasks may be accomplished and evaluated at the instructor’s discretion. Ground topics shall include those listed on the applicable *Systems and Equipment Malfunction Training Record*.
2. Pilots must complete the maneuvers to the standard prescribed in the current FAA Practical Test Standards for a Private Pilot. Customers with an instrument rating must complete an IPC irrespective of whether they intend to fly under IFR, if the aircraft they intend to fly is certified for IFR flight.
3. Customers desiring to fly a **Tailwheel** aircraft must complete an aircraft Make and Model check in that aircraft.
4. Customers desiring to fly a Garmin 1000 equipped aircraft must complete an aircraft Make and Model check in that aircraft. Customers with an instrument rating must complete an IPC in the Garmin 1000 equipped aircraft irrespective of whether they intend to fly IFR.
5. Customers desiring to fly WINGS aircraft to any airport with an elevation higher than 3,000 ft. MSL, or over mountainous terrain higher than 8,000 ft are required to complete a **Mountain Checkout**.
6. Customers desiring to fly a Non-TAA aircraft, who have logged less than 100 hours of PIC in Non-TAA, aircraft must complete a Make and Model check in a Non-TAA aircraft. Customers with an instrument rating must complete an IPC in a non-TAA aircraft irrespective of whether they intend to fly IFR.
7. Refer to Table 2.3 for the appropriate action when the customer fails to demonstrate the required proficiency on a checkout.
8. With the exception of the instrument checkout, at least three landings and a go-around must be accomplished to complete any checkout.
9. “Recurrency Checks”, as defined in Table 2.1, are required when pilots have not made three takeoffs and landings in a particular make and model aircraft in the previous six calendar months.
10. Visual Scanning and Collision Avoidance will be emphasized on every checkout. Instructors will thoroughly cover the following items:
  - ◆ Runway Incursion, To include AC 91-73
  - ◆ Visual Scanning Techniques
  - ◆ Use of radio for clearing
  - ◆ Aircraft Blind Areas
  - ◆ Traffic Conflicts at Uncontrolled Airports

**Table 2.1: Checkout Requirements**

	Flight Review		Make & Model	Instrument	Night	Recurrency	Mountain
	SEL	MEL	SEL	SEL			
<b>I. GENERAL KNOWLEDGE</b>							
National Airspace System	X						
Company Restrictions	X			X	X		X
Aeromedical Factors	X			X	X		X
Local Procedures	X			X	X		
Spin Awareness	X					X	
Wake Turb. and Wind Shear Avoid.	X						X
<b>II. PREFLIGHT PREPARATION</b>							
Certificates and Documents	X						
Weather Information	X			X		X	X
Cross-Country Flight Planning	X			X			X
Performance and Limitations	X		X			X	X
MEL, KOEL	X		X	X	X		
<b>III. PREFLIGHT PROCEDURES</b>							
Preflight Inspection	X		X	X	X	X	X
Cockpit Management	X		X	X	X	X	X
Engine Starting	X		X	X	X	X	
Taxiing, Surface	X		X	X	X	X	X
Taxiing X-wind & Strong wind operations							X
Taxiing, Tail position awareness							
Before Takeoff Check	X		X	X	X	X	X
Before Takeoff Leaning for DA							X
<b>IV. AIRPORT OPERATIONS</b>							
Radio Comm. & ATC Light Signals	X		X	X	X	X	
Traffic Patterns	X		X		X	X	
Airport/Runway Markings/Lighting	X		X	X	X	X	

**Table 2.1: Continued**

	Flight Review		Make & Model	Instrument	Night	Recurrency	Mountain
	SEL	MEL	SEL	SEL			
<b>V. TAKEOFF, LAND., GO-AROUND</b>							
Normal & Crosswind Takeoff/Climb	X		X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X		X	X	X <sub>1</sub>	X	X
Short-Field Takeoff/Climb (Max Perform)	X		X			X	X
Short-Field Appr./Land (Steep Appr.)	X		X			X	X
Soft-Field Takeoff/Climb	X		X			X <sub>2</sub>	
Soft-Field Approach/Landing	X		X			X <sub>2</sub>	
Wheel Landings including X-Wind							
3 Point Landings including X-Wind							
Forward Slip To A Landing	X		X				X
Go-Around	X		X		X	X	X
Landing From a Circling Approach				X			
<b>VI. PERFORMANCE MANEUVERS</b>							
Steep Turns	X		X				
<b>VII. NAVIGATION</b>							
Pilotage and Dead Reckoning	X				X		X
Navigation Systems/Radar Services	X		X	X	X		
Diversion	X			X	X		X
Lost Procedures	X				X		X
Enroute Weather	X			X			X
<b>VIII. SLOW FLIGHT AND STALLS</b>							
Slow Flight	X	X			X	X	X
Power-Off Stalls (Airplane)	X	X			X	X	X
Power-On Stalls (Airplane)	X	X	X		X	X	X
<b>IX. INSTRUMENT PROCEDURES</b>							
Basic Instrument Flight Maneuvers	X	X	X <sub>3</sub>	X			
Intercepting/Tracking Nav. Systems	X	X	X <sub>3</sub>	X			
Timed Turns to Magnetic Headings			X <sub>3</sub>				
Recovery from Unusual Attitudes	X	X	X <sub>3</sub>	X <sub>5</sub>			
Radio Comm, Nav Systems	X	X	X	X	X		

**Table 2.1: Continued**

	Flight Review		Make & Model	Instrument	Night	Recurrency	Mountain
	SEL	MEL	SEL	SEL			
Holding			X				
Non Precision Instrument Approach			X <sub>4</sub>				
ILS Instrument Approach Procedure			X <sub>4</sub>				
Missed Approach Procedure			X <sub>4</sub>				
Circling Approach Procedure			X				
<b>X. EMERGENCY OPERATIONS</b>							
Loss of Communications	X		X	X			X
Emergency Descent	X	X	X	X	X		X
Emergency Approach and Landing	X	X			X	X	X
Systems and Equip. Malfunctions	X	X	X	X	X	X	X
Aborted Takeoff (50/70 Rule)						X	X
Emergency Equip and Survival Gear	X	X		X	X		
<b>XI. NIGHT OPERATIONS</b>							
Night Preparation including CFIT avoidance				X			
Night Flight				X			
<b>XII. POPSTFLIGHT PROCEDURES</b>							
After Landing	X	X	X	X	X		X
Parking and Securing	X	X	X	X	X	X	X
<b>XIII. GENERAL</b>							
Visual Scanning/Collision Avoidance	X	X	X	X	X	X	X
Operation of Systems	X	X	X	X	X	X	X
Runway Incursion Avoidance	X	X	X	X	X	X	X

**Note 1:** At least one approach must be flown without the use of the landing light

**Note 2:** Required only for single engine land recurrency

**Note 3:** This task must be accomplished both full and partial panel (Primary Attitude and Heading Indicators simulated inoperative).

**Note 4:** At least one approach and missed approach must be flown partial panel.

If an IFR certified GPS is onboard, one non precision approach must be GPS

**Note 5:** For the purpose of the night checkout, Unusual Attitudes shall be limited to  $\pm 5$  degrees of pitch and/or  $\pm 15$  degrees of bank.

**Note 6:** If the aircraft is equipped with an autopilot and/or GPS, the pilot must demonstrate an instrument approach using the autopilot and/or GPS.

**Table 2.2: Written Testing Requirements**

PIC Status	Test Required	When
1. Customer- PIC	<ul style="list-style-type: none"> <li>a. Aircraft Make &amp; Model</li> <li>b. Instrument</li> <li>c. Ops Manual &amp; Rental Agmt</li> <li>d. Recurrency</li> </ul>	<ul style="list-style-type: none"> <li>a. Prior to acting as PIC in that aircraft make &amp; model.</li> <li>b. Prior to exercising instrument privileges as PIC, and due by the end of the 12th calendar month thereafter.</li> <li>c. Prior to acting as PIC, and due by the end of the 12th calendar month thereafter.</li> <li>d. If a pilot has gone non-current in an aircraft make &amp; model, the closed book portion of the aircraft written test must be re-accomplished prior to the re-currency checkout flight.</li> </ul>

**Table 2.3: Required Actions for Complete, Incomplete, or Lack of Performance Checkouts**

If	and the check is	then
1. The customer satisfactorily completes all required maneuvers	any type of check	<p>the check is complete.</p> <p>Complete and sign the Pilot Training Record</p>
2. The customer does not complete all required maneuvers	<ul style="list-style-type: none"> <li>a. Initial Flight Review</li> <li>b. Flight Review</li> <li>c. Aircraft Make &amp; Model</li> <li>d. Initial IPC</li> <li>e. IPC</li> <li>f. Night</li> <li>g. Mountain</li> </ul>	<ul style="list-style-type: none"> <li>a. the checkout is incomplete and customer cannot act as PIC of any company aircraft.</li> <li>b. the check is incomplete; however, the customer may continue to exercise PIC privileges in any aircraft they are current and qualified until the end of the 12th calendar month after initial flight review.</li> <li>c. the check is incomplete and customer may not act as PIC in that make/model aircraft.</li> <li>d. the check is incomplete and the customer may not exercise instrument privileges.</li> <li>e. the check is incomplete; however, the customer may continue to exercise instrument privileges in any company aircraft in which they are current and qualified until the end of the 6th calendar month after the previous instrument check.</li> </ul>



**Table 2.3: Required Actions for Complete, Incomplete, or Lack of Performance Checkouts**

**Continued**

<p>3. The customer does not perform all areas to the required standards</p>	<p>a. Flight Review</p> <p>b. Aircraft Make &amp; Model</p> <p>c. Initial/Subsequent IPC</p> <p>d. Night</p> <p>e. Mountain</p>	<p>a. the check is complete (Not Qualified) and the customer cannot act as PIC of any Company aircraft. (Note 1 applies)</p> <p>b. the check is complete (Not Qualified) and the customer cannot act as PIC of that make/model aircraft. (Note 1 applies)</p> <p>c. the check is complete (Not Qualified), the customer may not exercise instrument privileges. . (Notes 1 and 2 apply)</p> <p>d. the checkout is complete (Not Qualified) and the customer may not act as PIC in Company aircraft at night. (Notes 1 and 2 apply)</p> <p>e. the check is complete (Not Qualified) and the customer cannot act as PIC of any Company aircraft in the Mountains (Note 1 applies)</p>
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**Note 1:** If safety of flight or judgment factors, versus lack of proficiency, is the reason for the disqualification, the customer may not act as PIC in any Company aircraft.

**Note 2:** Customer must satisfactorily complete a course of training prescribed by the Chief Instructor and subsequently complete another checkout. The second checkout may not be given by the individual who conducted the first checkout or prescribed training.





## WINGS Flight School

### Accident/Incident Response Procedures

#### Immediate Actions

- 1) In the event of suspected accident, incident, or overdue aircraft, complete as much of the Accident / Incident Report as possible.**
- 2) Notify the following people as soon as possible
  - Manager- Denise Duncan @ 510-366-9394*
  - Chief Instructor- Rick Stockton @ 707-330-1717*
- 3) DO NOT make any statements speculating as to the cause of the incident to anyone.
- 4) If you receive inquires, take the name and phone number of the person making the inquiry and tell them someone from the company will contact them as soon as they can.
- 5) Ensure the actions prescribed in the following documents are completed.
  - a. Accident /Incident Initial Report
  - b. Management Actions
  - c. Aircraft Checklist

<b>Accident / Incident Initial Report</b>	
Date of Occurrence:	Time of Occurrence:
Name of Person Reporting Incident:	
Phone # / Contact Data of Person Reporting Incident:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest VOR, Etc)	
<b>Persons Involved</b>	
Name:	Injuries:
Name	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage To Other Property:	
Who to Contact At Scene:	



## WINGS Flight School

### Accident / Incident - Management Actions

- 1) Determine if NTSB Notification is required, if so notify them at: 1-800-123-4567  
(See NTSB 830 for what constitutes a reportable occurrence)
- 2) Notify the local Flight Standards District Office: 916-422-0272
- 3) Notify the company's legal counsel.
- 4) Insurance Broker: Aviation-Marine @ 510-530-4415
- 5) Secure the records of all individuals involved.
- 6) Secure the records of the aircraft involved.
- 4) Secure the aircraft until released by the FAA/NTSB.
- 5) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physician's report of each individual.
- 6) Make no statements about the occurrence to anyone.
- 7) Make no speculations as to the cause of the occurrence.
- 8) Secure names and addresses of witnesses.
- 9) Arrange for photos of the incident.
- 10) Gather and secure any other pertinent information, names of investigating officials, law enforcement, etc



## Mishap Procedures - Aircraft Checklist

- 1) Give first aid as needed to injured persons.
- 2) Move away from the aircraft and do not return except to assist passengers or for survival.
- 3) Notify emergency personnel if possible.
- 4) Notify WINGS Flight School as soon as practicable.
- 5) Secure the aircraft until released by the FAA/NTSB.
- 6) Arrange for medical examination of each aircraft occupant, injured or not, and secure a physicians report of each individual.
- 7) Make no statements about the incident to anyone.
- 8) Make no speculations as to the cause of the incident.
- 9) Secure names and addresses of witnesses, law enforcement personnel, investigators, etc.
- 10) Arrange for photos of the incident.