

Operating Procedures

All flights will be conducted in accordance with FAA regulations and the policies and procedures set forth herein.

Carrying Passengers

Student pilots are never permitted to carry passengers. Private or Commercial rated pilots may be permitted to take one other Clover Park student who is a rated pilot along on training flights provided that it is cleared with the supervising instructor. Both student names must appear on the flight schedule. Persons not specifically authorized by the instructional staff are strictly prohibited on training flights.

WEATHER MINIMUMS FOR DUAL AND SOLO FLIGHTS

VFR Instruction

Pre-Private Post-Private

CEILING 1500 ft. AGL 1500 ft. AGL

VISIBILITY 3 SM 3 SM

WIND 20 KTS 25 KTS

X-WIND COMPONENT 8 KTS 12 KTS

GUST FACTOR 10 KTS 10 KTS

Local VFR Solo Practice

CEILING 1500 ft. AGL 1500 ft. AGL

VISIBILITY 5 SM 5 SM

WIND 12 KTS 18 KTS

X-WIND COMPONENT 5 KTS 8 KTS

GUST FACTOR 5 KTS 10 KTS

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Status: REVISION 1

Date: 12-11-2023

Dual Cross-Country Instruction

Dual cross-country instruction may not be given unless there is at least 2000 feet of clear air below the lowest cloud layer and at least 5 miles visibility. The weather forecast must indicate that the weather will remain at least this good or better.

Solo Cross-Country Flight

Students will not depart on cross-country flights unless the weather over the entire route has at least 2500 feet of clear air below the lowest cloud layer and the visibility is at least 7 miles. The forecast must indicate that the weather will remain at least this good or better. All solo student flights must be planned and conducted to ensure that arrival at Pierce County airport occurs no later than 1 hour before sunset.

INSTRUMENT INSTRUCTION

Local Dual Instrument Instruction

CEILINGS 1500 ft. AGL

VISIBILITY 3 SM

WIND 20 KTS

X- WIND COMPONENT 12 KTS

GUST FACTOR 10 KTS

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Dual Instrument Instruction

Local dual instrument instruction may not be given unless the ceiling is at least 1500 AGL and visibility is at least 3 miles. Actual and forecast weather is to be at least these minimums or better for the destination and return to KPLU from 1 hour before to one hour after time of arrival.

Dual Instrument Cross-Country Requirements

Dual instrument cross country may not be conducted unless the ceiling is at least 2,000 feet along the entire route and visibility beneath the ceiling is at least 3 miles.

Night Cross-Country Flights

No solo night cross-country flights are allowed unless approved by the supervising flight instructor. An approval is good for one time only.

Flight Hazards

Training aircraft shall not be flown into known or forecast icing conditions. Freezing levels need to be 2000 ft.

above minimum vectoring altitudes. Flight operations will not be conducted when there is imbedded cumulus or thunder storm activity in the area.

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PROCEDURES FOR STARTING AND TAXIING AIRCRAFT ON THE RAMP

Preflight

It is the responsibility of the pilot to accomplish the necessary preflight actions. These are, but not limited to the following: Weather briefing, determining status of the aircraft, being dispatching, and having the lesson assignment.

The pilot will accomplish an interior and exterior inspection of the aircraft to be flown in order to determine if there are any defects or faults, which will affect the safety of the flight.

Prior to entering the aircraft, the pilot will make sure the aircraft is clear of other aircraft, obstructions, vehicles and people.

Engine Starting

Starting will be accomplished according to the procedures outlined in the aircraft's approved airplane flight manual.

Do not start the engine until all persons in the vicinity are aware of your intentions.

Taxiing

While taxiing, be alert for other traffic, obstacles and persons. Taxi speed will be consistent with safety and conditions.

Should obstacles be encountered and it is uncertain if they can be cleared, the aircraft shall be shut down.

Use caution at all times when taxiing near groups of people. Should someone approach the aircraft that is not an instructor, shut the engine down.

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FIRE PRECAUTIONS

Fire Precautions and Procedures

Fires started from fuel spills and excess priming are rare, but when they occur, they can be devastating.

Do not start an engine in a fuel spill area. Tow the aircraft to a location well clear before starting the engine.

No smoking is allowed within 50 feet of a fueling operation, during the preflight inspection, or in the aircraft.

Do not shut down an engine within 50 feet of any fuel truck that may be pumping fuel into a fuel storage tank.

Should a fire occur, attempt to extinguish with the fire extinguisher located on the ramp, and move the aircraft if possible.

Stack fires and cowling fires encountered while starting will be handled as prescribed in the approved airplane flight manual.

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Status: Revision 1

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RE-DISPATCH PROCEDURES AFTER UNPROGRAMMED LANDINGS

Should you have an unexpected delay while on a flight, advise the supervising instructor at the college by calling (253) 583-8904 or (253) 583-8902.

If you are on a flight plan notify the nearest Flight Service Station by the best means available.

You may need to land at an airport other than planned. If you do, notify your supervising instructor or Chief instructor and do not take off until authorized to do so by the Chief flight Instructor.

If for any reason, you make an off-airport landing, secure the aircraft as best as possible and notify your supervising instructor or chief flight instructor by the best means available. Do not attempt to take-off under any circumstances.

There are times when it would be wise and proper to make a precautionary landing at a suitable airport if you feel that the weather

is deteriorating, the aircraft engine or systems are not operating properly, fuel quantity is in doubt, or you become lost or confused.

Prior to departing after a precautionary landing, notify your supervising instructor or chief flight instructor of your situation.

The approval of the chief flight instructor is required for departure.

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AIRCRAFT DISCREPANCIES AND APPROVAL FOR RETURN-TO- SERVICE DETERMINATIONS

Dispatching Aircraft

All aircraft will be dispatched by a flight instructor prior to each flight.

Flying an aircraft that was not dispatched may be cause for immediate dismissal from the program.

Preflight

It is the responsibility of the pilot to accomplish the necessary preflight actions. These are, but not limited to the following: Weather briefing, determining the maintenance status of the aircraft, ensuring dispatch, and having the lesson assignment.

The pilot will accomplish an interior and exterior inspection of the aircraft to be flown in order to determine if there are any defects or faults, which will affect the safety of the flight.

Prior to entering the aircraft, the pilot will make sure the aircraft is clear of other aircraft, obstructions, vehicles and people.

Aircraft Discrepancies

Dispatch books for each aircraft are stored in the Flight Operations Room. Each book contains the keys for the aircraft, the current Aircraft Maintenance Status page, Hobbs and Tachometer Log and an aircraft Maintenance Squawk Page.

When accepting an aircraft for flight, pilots will review the current status

of the aircraft by referring to the aircraft status page on the computer dispatch program and the above mentioned pages in the Dispatch Book to ensure that the aircraft is airworthy and in a safe condition for the proposed flight. When irregularities are discovered during preflight action, the pilot will make an entry on the Aircraft Maintenance Squawk Page in the Dispatch Book and place the book on the line mechanics desk. This action grounds the airplane and it cannot be dispatched or flown. The pilot will then notify the supervising instructor. Once an entry has been made on the maintenance squawk page, the item must be addressed and signed-off by a maintenance staff person. The maintenance staff will make the necessary repairs and complete the appropriate required entries in the Aircraft Maintenance Logbooks. In order to return the aircraft to service, the Aircraft Acceptance Checklist shall be completed and reviewed by any Clover Park flight instructor. This document will then be kept on file. Should maintenance, preventative maintenance or service be required away from Clover Park, the pilot in command will: (1) Secure the aircraft and (2) notify the supervising instructor or his designee at (253) 583-8902/(253) 583-8908 and 583-8904.

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SECURING OF AIRCRAFT WHEN NOT IN USE

Securing the Aircraft

When the aircraft is dispatched into your care, you are solely responsible for it.

When the aircraft is not in use it should be tied down. Even on a calm day, winds or prop blast from nearby aircraft can upset the aircraft and cause considerable damage.

If tie-downs are not available set the parking brake and chock the wheels. Do not leave the aircraft for an extended period of time.

When returning to the college, you need to refuel the aircraft, clean the windshield and make sure that the aircraft is properly parked and secured in the designated area.

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FUEL RESERVES FOR LOCAL AND CROSS-COUNTRY FLIGHTS

Do not start on a local flight unless at the completion of that flight you will have at least 1 hour of flight time fuel remaining.

Do not start on a cross country flight unless at the completion of each leg you will have at least 1.5 hours flight time fuel remaining at your next point of intended landing.

If you are ever in doubt as to fuel quantity, land at the nearest suitable airport and refuel.

When refueling at other than the home base, make sure that the proper amount and grade of fuel is put into the fuel tanks and that the fuel tank caps are properly secured.

Oil level shall never be below 2 quarts of the maximum recommended by the manufacturer.

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AVOIDANCE OF OTHER AIRCRAFT IN FLIGHT AND ON THE GROUND

Collision Avoidance

You must be constantly aware of your position in relation to other aircraft and or objects.

When taxiing, follow your planned path and be aware of any changes occurring that will block your progress or reduce the space available to you. Taxi slowly and always keep the aircraft under control. Be aware of potential "hot-spots" at the airport of use.

While in flight, scan continuously, and be aware of other aircraft in your

vicinity or crossing your path. Before performing any flight maneuvers, do a series of clearing turns. During climbs and descents, make frequent turns or adjust pitch attitude to improve your ability to scan for other aircraft. See and avoid all aircraft whether or not you have the right-of-way.

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MINIMUM ALTITUDE LIMITATIONS AND SIMULATED EMERGENCY LANDING INSTRUCTIONS

Minimum Altitudes

Except when necessary for take-off and landing, no flight shall be allowed below 1,000 feet AGL. Stalls and Slow

Flight must be conducted at an altitude of 3000 feet AGL or higher.

Cloud clearances specified in this section and in FAR Part

91 will be adhered to always.

Practice of simulated emergency approaches and landings shall be limited to dual flights only. The maneuver will be

performed over an unobstructed field and the flight shall not descend below 1000 feet AGL. Simulated engine out

procedures are permitted to be carried out to touchdown at an airport.

No solo practice of these maneuvers is permitted.

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PRACTICE AREAS

You may be assigned a practice area for a local flight. Each student will be familiar with the boundaries and

minimum and maximum altitudes allowed within each area. Stay within the confines of the practice area as and well

below the floor of class B airspace. Do not descend below 1000 feet AGL, except when necessary for take-off and

landing at an appropriate airport. Minimum weather conditions specified in this document and in FAR 91 will always be adhered to. Students will not practice simulated emergency landings or simulated emergencies on solo flights.

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ACCIDENT NOTIFICATIONS

If an accident involving a Clover Park aircraft occurs, the pilot-in-command shall, if physically able:

- (a) Take precautions and care to assist persons injured or trapped, and provide medical or other assistance of which he or she is capable.
- (b) Secure whatever emergency assistance is available as needed and protect the general public.
- (c) Protect the wreckage from further damage; prevent the removal or disturbance of any wreckage, cargo, or other items in the wreckage

The pilot-in-command of an aircraft involved in an accident or any student or staff member receiving notice or information concerning an accident or incident shall expeditiously notify the Chief Flight Instructor, or any Clover Park Flight Instructor. However, only one needs to be notified. The Chief Flight Instructor or a person designated by him will notify the FAA.

A report will be filed on the appropriate form within 10 days of an accident as defined in NTSB Part 830.5 (a) or within 7 days if an overdue aircraft is still missing.

Flight Plans and Scheduling

Flight students will report at least 30 minutes prior to an assigned flight period. If unable to make a scheduled flight the student will notify his or her instructor as early as possible. (See page 1 Student Policies.) If a student has failed to report 15 minutes before an assigned flight, the aircraft may be reassigned and the student will

be charged an instruction fee for that hour.

Close adherence to scheduled times is required of all students. A late departure does not extend your scheduled time.

The instructional staff will do all scheduling. Students are not permitted to make additions or changes to the schedule. Meet with your instructor at least one day in advance for scheduling.

All flights exceeding a 50 n.m. radius from Clover Park will file a flight plan. The telephone number listed in block 14 of the flight plan will be 253-583-8902. At the discretion of the instructor, he or she may require flight plans for flights less than 50 n.m.

The sole responsibility for the operation of the aircraft rests on the pilot in command.

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EMERGENCY AND QUICK REFERENCE PHONE NUMBERS

Fire, Police 911

Clover Park 253-583-8904 / 253-583-8902 / 253-583-8908

FAA 425-227-2000

CHIEF FLIGHT INSTRUCTOR 253-297-1754

PILOT CERTIFICATION ELIGIBILITY & STUDENT POLICIES

Federal Aviation Administration regulation 61.15 states that you may not be eligible for an airman certificate or rating if you have been convicted of any federal, state, or local statute relating to the sale, possession, etc. of narcotic drugs or substances for a period of up to one year after the date of final conviction.

DUI or DWI convictions in any motor vehicle must be reported to the Federal Aviation Administration.

Convictions of this nature may result in the denial, suspension, or revocation of any pilot certificate.

College Course Scope and Sequence

The course syllabus is on file in the operations room. Students are encouraged to familiarize themselves with this document.

DUI or DWI Convictions

DUI or DWI convictions in any motor vehicle must be reported to the Federal Aviation Administration.

Convictions of this nature will most likely result in the denial, suspension, or revocation of any pilot certificate.