N4334X QUICK REFERENCE HANDBOOK (QRH) BINDER


OXFORD FLYING CLUB
OXC
DEDICATED TO SAFE, AFFORDABLE FLYING

N4334X

QRH

OFC – Preflight Procedures

Check-Out FSP Checklist

1. Verify Aircraft Squawks/Airworthiness on FSP for your mission
2. Verify your booking is accurate for your mission
3. Check out aircraft in FSP and verify correct tach times

Preflight OFC Checklist

1. Check for complete ***OFC – Aircraft Tool Kit Inventory*** (see below)
2. Remove and check pitot cover, intake covers and aircraft cover
3. Check for cold temperature conditions and refer to checklists below
   - **QRH Binder Tab 1, Pre-/Postflight**
     - ***Aircraft Preheat Process Flow***
4. Verify ramp and taxi area are clear of ladders, tie down straps, heating cords or carts, and other aircraft before starting
5. If additional fuel is needed prior to departure, verify fuel lever is in proper position and refer to checklists below for planning guidance
   - ***OFC – Postflight Procedure***
     - ***Fleet Specific Fueling Guide***

Before Starting Checklist

1. Note any non-grounding squawks found prior to departure on FSP
2. Turn on CO detector (ensure proper battery power remains)
   - This must be done with fresh air in the cabin

OFC – Aircraft Tool Kit Inventory

1.	2 quarts oil	2.	GATS Jar	3.	Fuel dip stick
4.	Window cleaner	5.	Wing cleaner	6.	Clean towels
7.	Spare fuses	8.	CO batteries	9.	3 tie downs
10.	Chocks	11.	Proper tow bar	12.	Tool set

OFC – Postflight Procedures

Postflight Checklist

1. Complete all aircraft specific checklists
2. Verify Master Switch, Ignition Switch, Fuel Lever, and Gust Lock are off or in the proper position for securing
3. Turn off CO_2 detector (ensure proper battery power remains)
4. Clean all leading edges of wings, struts, cowling and tail
5. Clean all windows and the landing and taxi lights
6. Remove all trash and secure seatbelts
7. Properly store aircraft POH, OFC QRH, and restock ***OFC – Aircraft Tool Kit Inventory*** *(reference OFC – Preflight Procedures)*
8. Verify all aircraft windows and doors are locked
9. Properly cover aircraft, pitot tube and cowl intakes
10. Perform a postflight walk-around, similar to preflight, to find any additional squawks – (check tire wear and pressure)

Check-In FSP Checklist

1. Check in using FSP and update tach times
2. Add any squawks - *ground yes/no?*
3. Update members if returned early!
4. Clean and remove all debris from ramp area and ensure any ladders or winter carts and chords are properly secured
5. Verify tie downs are secured and slack removed

Fleet Specific Fueling Guide

(Please leave aircraft with these quantities for the next member's flight.)

1. Position fuel lever in appropriate position (Left or Right, not Both)
2. Verify aircraft specific fuel quantities are left for next member
   - 34X/61H – Fill to tabs in both tanks
   - N98819 – Top off both tanks
   - N735GC – Do not leave fewer than 40 gallons. *Do Not Top Off!*
   - ✓ Atlantic Aviation (203) 264-6525 or 122.95 UNICOM

Aircraft Sanitization Checklist

Prior to Flight

What to **bring with you** to the airport:

- Paper towels or disposable sponge
- Kitchen garbage bag
- Rubber gloves (or wash hands immediately after cleaning plane)
- Water / bleach solution (4 TBSP bleach to 1 quart of water)

Preflight

- Wash hands or use hand sanitizer prior to touching anything related to the aircraft.

  If you have touched airport doors, gates, your vehicle, or any other object prior to reaching the aircraft, sanitize hands again

Postflight

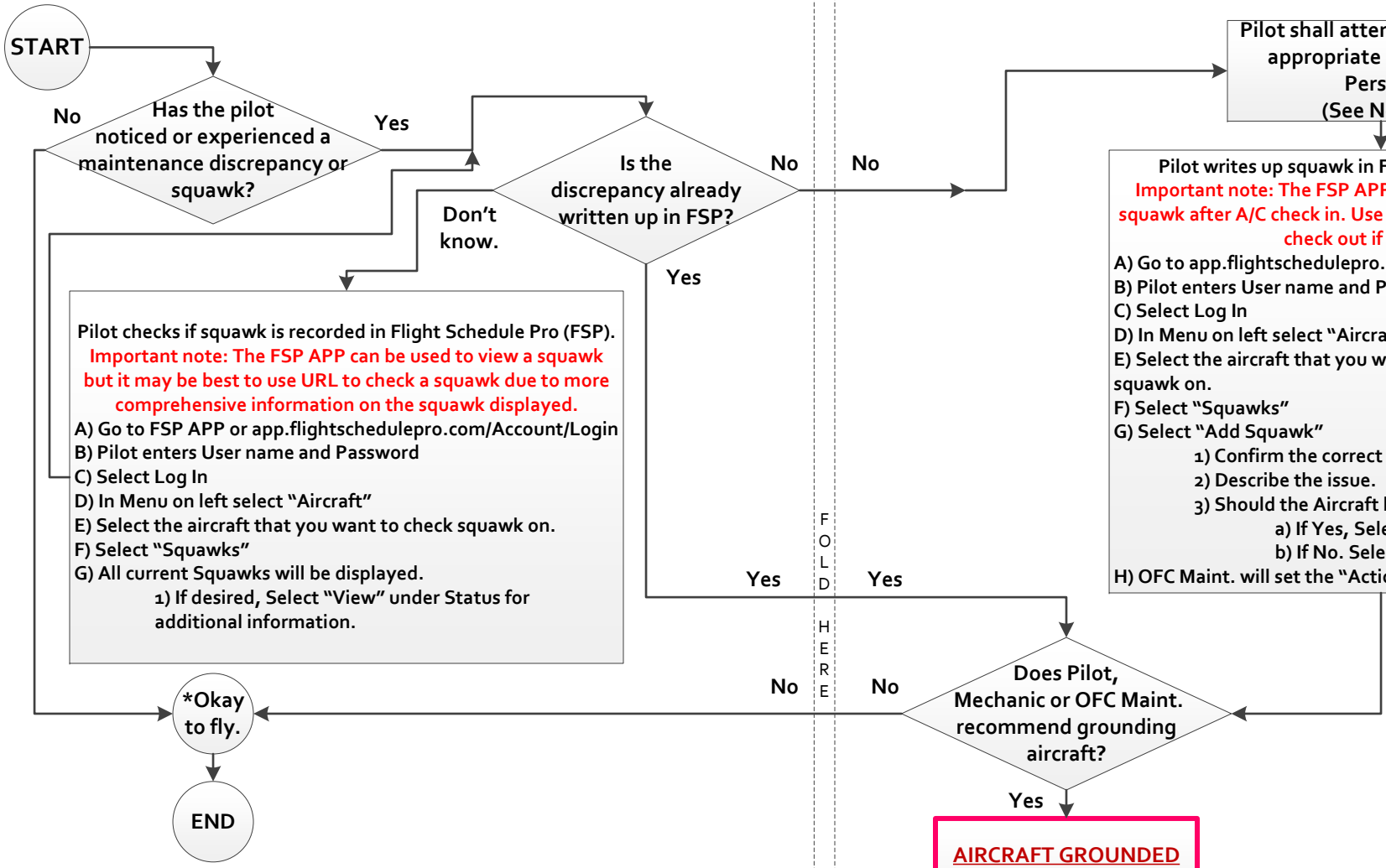
(Work from the interior outward from the back to the front):

- Seatbelts & Connectors
- Headset Jacks
- Yokes
- Glareshield
- Sun Visors
- All Knobs & Switches
- Elevator Trim Wheel (full rotation then set for Takeoff)
- Rudder Trim Wheel / Knob
- ALT AIR
- Fuel Shutoff Knob (if equipped)
- Cowl Flap Handle (182 only)
- Center Pedestal
- Fuel Selector
- Avionics Knobs
- COMM Radio buttons (**avoid GPS screens**)
- Audio Panel Buttons
- Armrests
- Parking Brake Handle
- Door & Window Handles
- Door Frame
- Gust Lock
- Close door & Wipe Exterior Handles
- Wipe Baggage Door Inside & Out
- Cowl Plugs
- Pitot Cover
- Tie Down Strap

Trash Disposal

Properly remove gloves without cross contamination. Place gloves into disposable trash bag along with any other trash from the vehicle. Seal the trash bag and dispose of properly.

AIRCRAFT SQUAWK PROCESS AT KOXC.

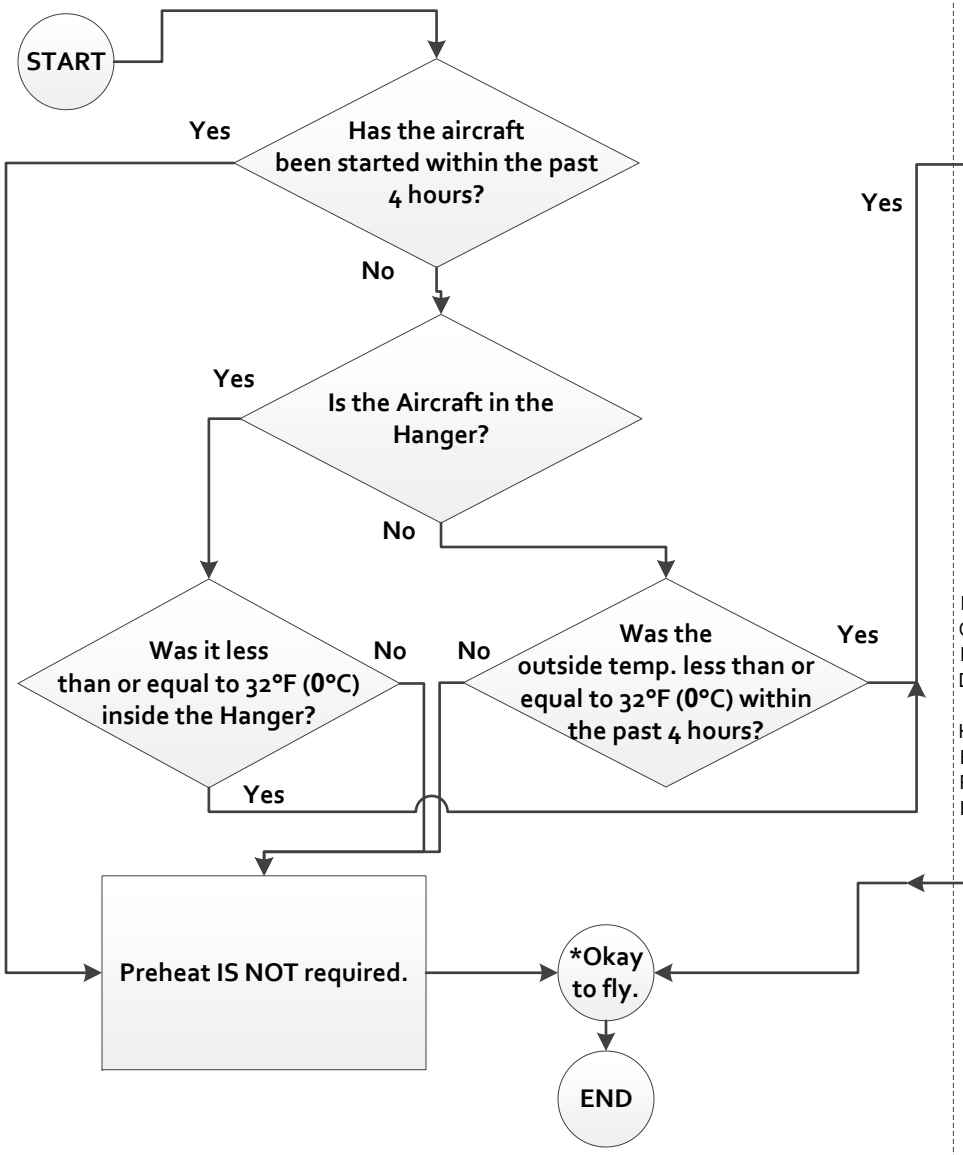


AIRCRAFT SQUAWK PROCESS AT KOXC.

Notes:

1) OFC Maint. Contacts:
   a) Andy Robinson, OFC Maint. Assistant- N735GC, Cell: 1-203-217-6221
   b) Wayne Tremallo, OFC Maint. Assistant- N8261H, Cell: 1-203-305-7401
   c) Ed Chromczak, OFC Maint. Assistant- N98819, Cell: 1-908-400-9370
   d) S. Oloff, OFC Maint. Assistant- N4334X, Cell: 1-203-888-8872
2) "*Okay to Fly" does not relieve PIC from conducting a thorough preflight inspection or grounding discrepant aircraft.

AIRCRAFT PREHEAT PROCESS.



Notes:

1) **"*Okay to Fly" does not relieve PIC from conducting a preflight inspection, Including a thorough contamination (ice, frost, snow) inspection.**

F O L D H E R E

AIRCRAFT PREHEAT PROCESS.

Yes

Yes

Preheat is required.

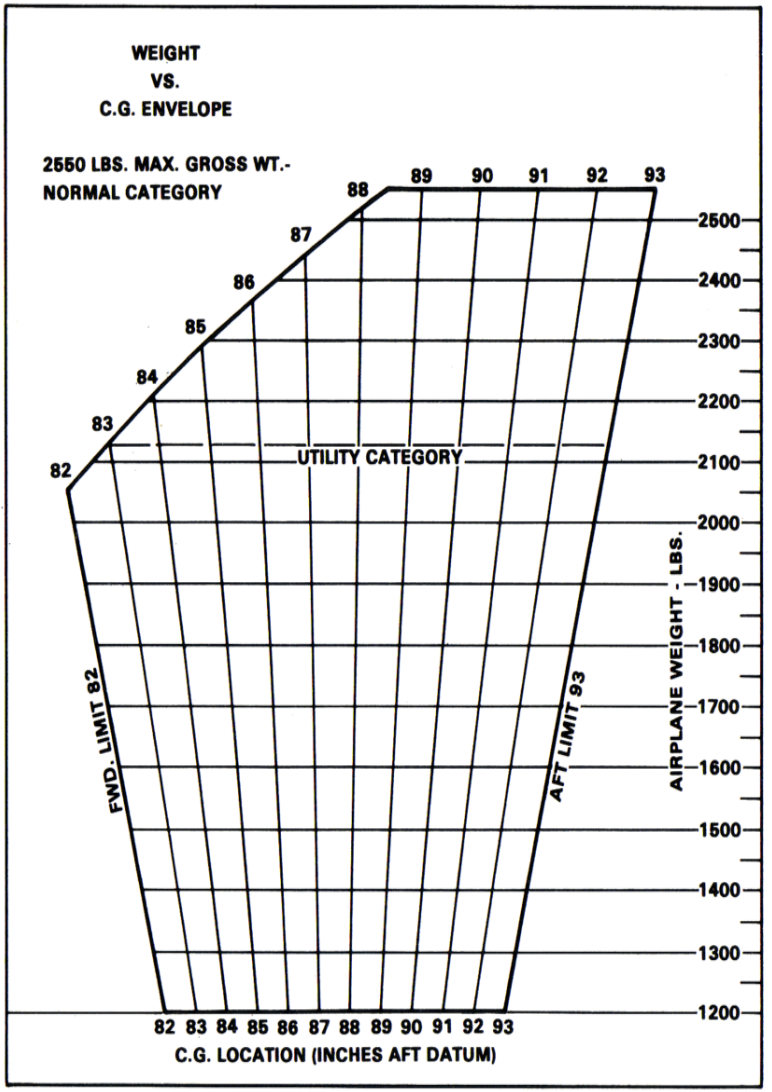
Important Note: Unfamiliar pilots should watch the preheat video on the Club website. It is located at: https://www.youtube.com/watch?v=zXvELKCThOo

1) Remove strap on top of preheater and tilt and secure top of preheater up at an angle with the left and right braces.
2) Remove the fire extinguisher and place in a convenient location away from the preheater and aircraft.
3) Take the heater hoses out and Insert them (2) into the aircraft cowl.
4) Open (turn CCW) the gas valve on the top of the LPG tank.
5) Turn the fan motor switch on. You will hear the fan come on.
6) Press and hold down on the red gas valve button, about 3 inches to the right of the pressure gauge, to see how much gas pressure is selected. The pressure should be between 10 and 20 lbs. of pressure. If necessary, adjust pressure using the red knob about 6 inches to the right of the pressure gauge (it is upside down and difficult to see).
7) Assure that the fan is on and while holding the red gas valve button (See step #5) immediately press the igniter button on the top of the metal tube leading to the heater hoses. You should hear the gas ignite.
8) Continue to hold the gas valve button for about 20 seconds or until the preheater stays lit. Note: it is not necessary to hold the igniter button. Each press of the igniter button will give you one ignition attempt.
9) Inspect the heater hoses to be sure they are not disconnected, kinked or pointed toward any painted surface.
10) The normal preheat time is dependent on the outside air temperature. As a guide, use approximately 20 minutes (>10° F) to 30 minutes (<10° F).
11) When done, let the unit cool by turning off the LPG tank valve (turn CW) and run the fan for 60 seconds.
12) Turn the fan switch off and confirm that the LPG tank valve is shut off.
13) Store the heater tubes, secure the top and move the preheater to its original location assuring that the solar panel is facing South.

PA-28-181 WEIGHT & BALANCE

Item	Weight	Arm	Moment
Basic Empty Weight	1590.68*	87.56*	139280.01*
Front Seat Occupants	+	80.5	+
Rear Seat Occupants	+	118.1	+
Baggage Area (200#)	+	142.8	+
Zero Fuel Wt	=	**CG†**	=
Usable Fuel (228 max)	+	48.0	+
Ramp Wt (2558Max)	=		=
- Fuel (Start, Taxi)	- - 8	95.0	- - 760
Take-Off Wt (2550 Max)	=	**CG†**	=
- Fuel Burn	-	48.0	-
Landing Wt (2550 Max)	=	**CG†**	=
†CG = Moment/Weight			

*N4334X current as of 6/25/14


WEIGHT
VS.
C.G. ENVELOPE
2550 LBS. MAX. GROSS WT.-
NORMAL CATEGORY
UTILITY CATEGORY
FWD. LIMIT 82
AFT LIMIT 93
AIRPLANE WEIGHT - LBS.
2500
2400
2300
2200
2100
2000
1900
1800
1700
1600
1500
1400
1300
1200
82 83 84 85 86 87 88 89 90 91 92 93
C.G. LOCATION (INCHES AFT DATUM)

Weight / Balance & Equipment List Revision

Mutual Aircraft Services
222 Grand Avenue
Brookhaven Airport
Shirley, NY 11967

A/C Tail #:	N4334X	A/C Make:	PIPER
Register Name:	Oxford Flying Club	A/C Model:	ARCHER II
Name 2:		A/C Serial #:	
Address 1:	288 Christian Street	WO Ref #:	N/A
Address 2:	Box #3	WB Date:	June 25, 2014
City, State, PC:	Oxford , CT 06798	WB ID #:	111

Previous data taken from document dated: December 19, 2012

Previous useful load: 938.52

Max Weight: 2550 (Normal Category)

Model # / Serial #	Description / Part #	(LB/IN)	Weight	CG/ARM	Moment
Removed Items ----------		*Previous data >>>>*	1611.48	87.71	141349.01
Nose Wheel Faring					
Piper Dwg. 37896-3			3.80	36.30	138.00
Main Wheel Farings					
Piper Dwg. 79893-2, -3			17.00	113.60	1931.00
REMOVED SUB TOTAL	XXX items @		20.80	99.47	2069.00
Installed Items ----------					
INSTALLED SUB TOTAL	XXX items @		0.00	#DIV/0!	0.00
NEW DATA >>>>	**NEW USEFUL LOAD =**	**959.32**	**1590.68**	**87.56**	**139280.01**

[X] *As Calculated*
[ ] *As Weighed*

Authorized Signature: John A. DiLavore

Print Name: JOHN A. DILAVORE

Repair Agency or License number A+P # 3359149

1) VOT Check: ±4

2) Dual VOR Check: ≤4

VOR CHECK LOG

3) Airborne Check: ±6

4) Ground Check: ±4

DATE	VOR(s) CHECKED	CHECK TYPE (1-4)	LOCATION	**ERROR (Each VOR)	SIGNATURE
	1 / 2			/	
	1 / 2			/	
	1 / 2			/	
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	1 / 2			/	

**Note: For Dual VOR Check (Type 2) enter the error between the two VORs.

VFR Worthy Card

Aircraft Equipment Items

- **Minimum equipment required for flight** (§91.205)
- **For VFR day flight**: A.T.O.M.A.T.O F.L.A.M.E.S.A.
- **A**- **A**irspeed indicator
- **T**- **T**achometer for each engine
- **O**- **O**il Pressure gauge for each engine
- **M**- **M**agnetic direction indicator
- **A**- **A**ltimeter
- **T**- **T**emperature gauge for each liquid-cooled engine
- **O**- **O**il temp indicator for each air-cooled engine
- **F**- **F**uel quantity gauge for each tank
- **L**- **L**anding gear position lights (if retractable gear)
- **A**- **A**nticollision lights (if certificated after11 March1996)
- **M**- **M**anifold pressure gauge (each altitude engine)
- **E**- **E**LT, if required by §91.207
- **S**- **S**afety belts / **S**houlder harnesses
- **A**- **A**DSB out (§91.225)

- **VFR night flight:** Day equipment +F.L.A.P.S (91.205)
- **F-F**uses, spare set or 3 spare of each-pilot accessible
- **L- L**anding light (if for hire)
- **A- A**nticollision light (red or white)
- **P- P**osition lights (navigation lights)
- **S- S**ource of electrical energy for installed electrical and radio equipment (such as battery)

VFR Worthy Card

Aircraft Document Items

- **Aircraft documents required:** A.R.R.O.W
- **A- A**irworthiness certificate
- **R-R**egistration certificate
- **R- R**adio station license (for international flights)
- **O-O**perating limitations & AFM
- **W-W**eight & Balance data
- (§21.5, §91.103, §91.9, §91.203, FCC form 605)

Pilot Document Items required for flight: (§61.3/61.23)

- Pilot certificate (§61.3)
- Authorized photo ID (passport, driver's license, etc.) (§61.3)
- Medical certificate (§61.23)
- Restricted radiotelephone operator license (for flights outside the U.S.) (§61.3 and FCC)

Pilot Currency Items (OFC Training & Ops Manual, §61.56/57)

- OFC Annual Insurance Check: 12 calendar months (OFC TOM, pg 4)
- Flight Review: 24 calendar months (§61.56)
- Day Currency: 3 takeoffs & landings within 90 days in same category, class and type of aircraft (§61.57)
- Night Currency: 3 takeoffs & landings to a full stop within 90 days (§61.57)

VFR Worthy Card

Weather Requirements (§91.155)

- Except as provided in paragraph (b) of this section and §91.157, no person may operate an aircraft under VFR when the flight visibility is less, or at a distance from clouds that is less, than that prescribed in the following table:

Airspace	Flight visibility	Distance from clouds
Class A	Not Applicable	Not Applicable.
Class B	3 statute miles	Clear of Clouds.
Class C	3 statute miles	500 ft below.
		1,000 ft above.
		2,000 ft horizontal.
Class D	3 statute miles	500 ft below.
		1,000 ft above.
		2,000 ft horizontal.
Class E		
Less than 10,000 ft MSL	3 statute miles	500 ft below.
		1,000 ft above.
		2,000 ft horizontal.
At or above 10,000 ft MSL	5 statute miles	1,000 ft below.
		1,000 ft above.
		1 statute mile horizontal.

VFR Worthy Card

Weather Requirements (cont.) (§91.155)

Airspace	Flight visibility	Distance from clouds
Class G: for aircraft other than helicopters:		
1,200 ft or less above the surface (regardless of MSL altitude)		
Day, except as provided in §91.155(b)	1 statute mile	Clear of clouds.
Night, except as provided in §91.155(b)	3 statute miles	500 ft below.
		1,000 ft above.
		2,000 ft horizontal.

IFR Worthy Card

Aircraft Items

- VOR Check Due Date (30 days) (§91.171)
- Transponder Check (24 calendar months) (§91.413)
- Altimeter Check (24 calendar months) (§91.411)
- VFR Instruments PLUS: (§91.205)
    - 2-way Radio and Nav equipment for route to be flown
    - Gyroscopic rate-of-turn indicator
    - Slip-skid indicator
    - Sensitive Altimeter adjustable for barometric pressure
    - Clock displaying hours, minutes and seconds with sweep second pointer or digital presentation
    - Generator or Alternator of adequate capacity
    - Gyroscopic pitch & bank indicator (artificial horizon)
    - Gyroscopic direction indicator (directional gyro or equivalent)

IFR Worthy Card

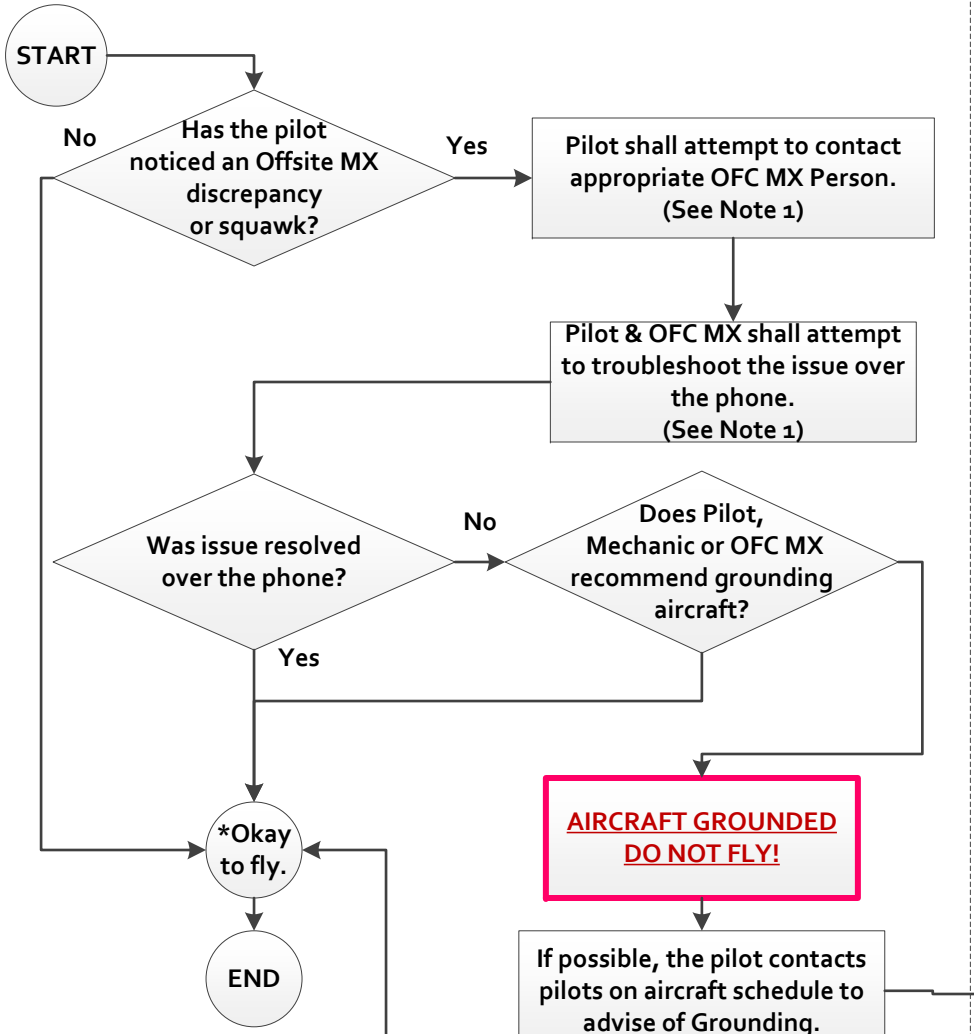
Pilot Items (OFC Training & Ops Manual (TOM), §61.57)

- OFC Club ICE Check (12 calendar months) (TOM pg 4)
- Instrument Currency (within 6 calendar months): (§61.57)
    - 6 Instrument Approaches
    - Holding procedures and tasks
    - Intercepting & tracking courses through the use of navigational electronic systems

Weather Requirements (§91.169)

- Destination: ETA +/- 1 hour Ceiling 2000', Visibility 3 sm or need Alternate
- Alternate Destination:
    - Precision Approach: Ceiling 600', Visibility 2 sm
    - Non-Precision Approach: Ceiling 800', Visibility 2 sm
    - No Instrument Approach: VFR descent from IFR MEA

OFFSITE AIRCRAFT MAINTENANCE (MX) & RESPONSIBILITIES



Notes:

1) OFC MX Contacts:

a) Andy Robinson, OFC MX Assistant- N735GC, Cell: 1-203-217-6221

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2) "*Okay to Fly" does not relieve PIC from conducting a thorough preflight inspection or grounding discrepant aircraft.

3) This document superscedes OFC Policy #10-001 by DCR-2020-002.

F O L D H E R E

OFFSITE AIRCRAFT MAINTENANCE (MX) & RESPONSIBILITIES

OFC MX schedules repair with Offsite Mechanic or Repair Facility.

Aircraft requires MX offsite

a. If properly authorized by OFC MX, a locally based A&P will perform all necessary work andreturn the aircraft to service. All costs related to the repair will be paid by OFC (assumes the repair is not associated to something that is a direct result of an action taken by the OFC PIC. For example your key gets stuck in the "START" position because you used the wrong key to start the aircraft, and the starter burns out as a result).

- **If the repair is estimated to take < 5hrs**: the OFC member PIC is expected to wait with the aircraft. If the pilot must leave during this repair window, all transportation costs related to returning the OFC member PIC and the aircraft to KOXC will be the responsibility of that member. This includes all related flight costs for ferry flights.
- **If a repair is estimated to take > 5hrs**: the OFC member PIC will be responsible for properly securing the aircraft prior to their departure. OFC will pay for any related storage/overnight fees.
  - **i.** The OFC member PIC must make their own return arrangements. It is assumed that a rental car and/or a local hotel can be arranged.
  - **ii.** Should an OFC aircraft be dispatched for member retrieval, OFC shall pay for all flight costs associated with the ferry aircraft.
  - **iii.** Refer to **"Offsite aircraft is returned to service"** for additional considerations.
- If the repair is the result of normal wear & tear or an issue related to general aircraft upkeep then all expenses mentioned above are covered by OFC.
  - **i.** For example, a magneto failure.

b. Dispatching of an A&P to a remote location:

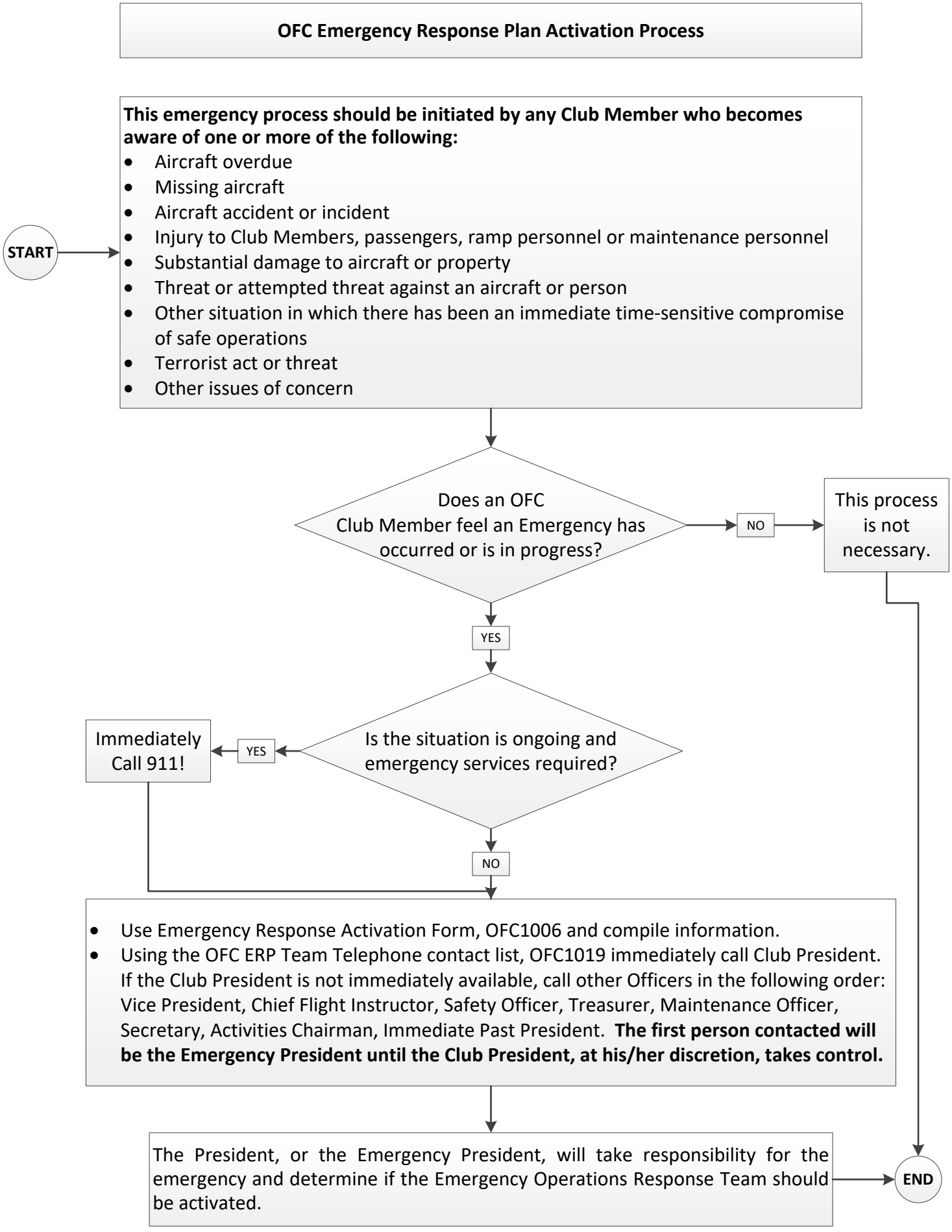
- Upon direction of the OFC MX, an A&P may be transported to an offsite location to repair OFC aircraft.
  - **i.** All costs related to the round trip transportation of an A&P will be paid by OFC. This includes all flight time incurred.

Offsite aircraft is returned to service

a. Once the aircraft is returned to service, that aircraft shall be returned to OXC promptly.

- If the responsible member PIC is unavailable to return the aircraft promptly then the member PIC will be responsible for any overnight/hangar/tie-down fees from the release point forward.
  - **i.** The member PIC or OFC MX can select another OFC member to assist in returning the aircraft. The member PIC will remain responsible for the return flight charges incurred on the repaired aircraft.
  - **ii.** If the OFC PIC was transported back to KOXC due to a lengthy repair time, all costs related to the transport of that member (or other member assisting) back to the aircraft location will be paid by OFC. This includes all flight time incurred with the ferry aircraft.

OFC Emergency Response Plan Activation Process



OFC Emergency Response Plan Activation Process