



***N735GC***  
***QUICK***  
***REFERENCE***  
***HANDBOOK***  
***(QRH) BINDER***



**N735GC**

**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 CO2 detector (ensure proper battery power remains)
4. Clean all leading edges of wings, struts, cowlings 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):

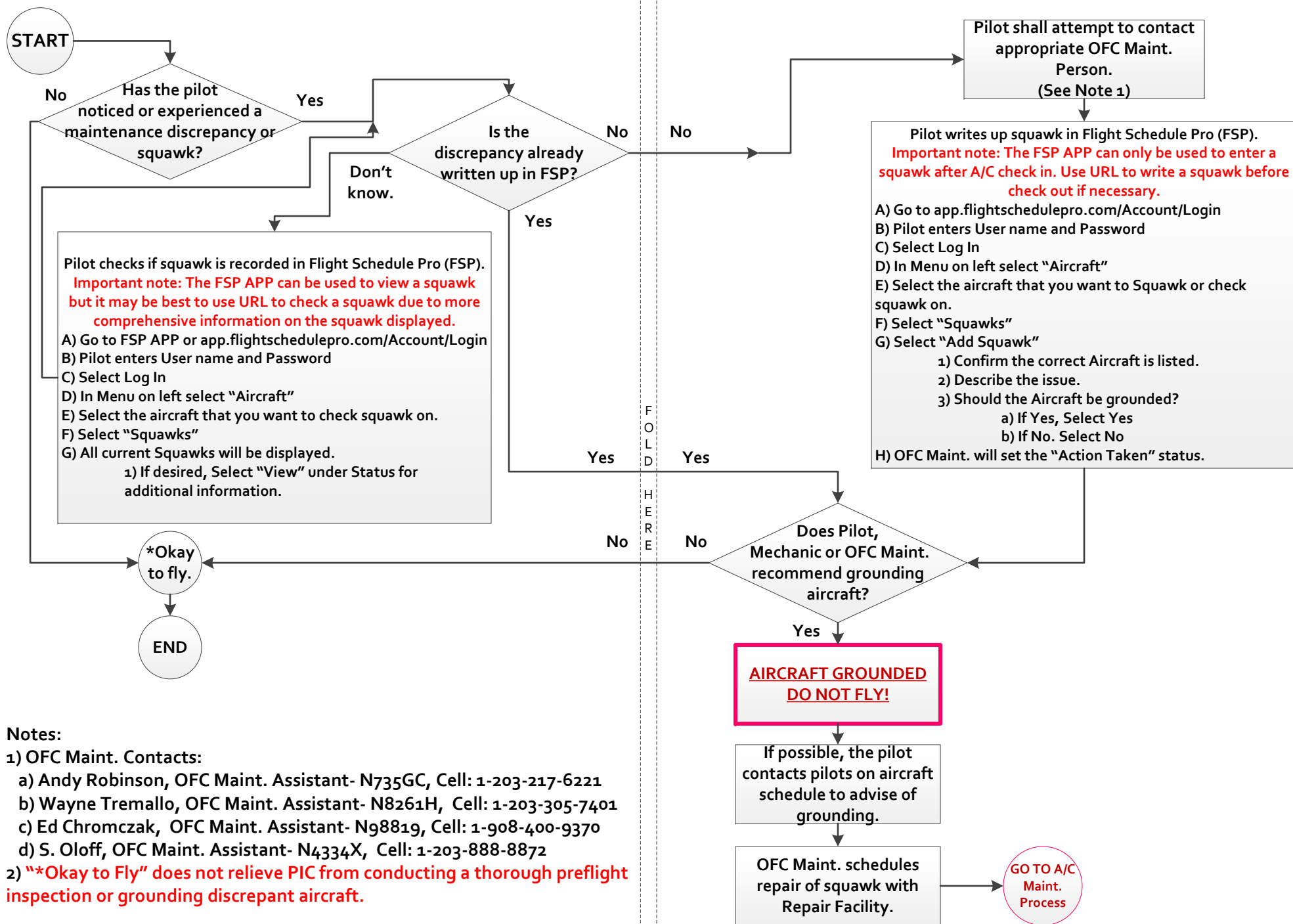
- |  |   |
|--|---|
| • Seatbelts & Connectors                                   | • COMM Radio buttons ( <b>avoid GPS screens</b> ) |
| • Headset Jacks  | • Audio Panel Buttons                             |
| • Yokes  | • Armrests  |
| • Glareshield  | • Parking Brake Handle                        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

### 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.

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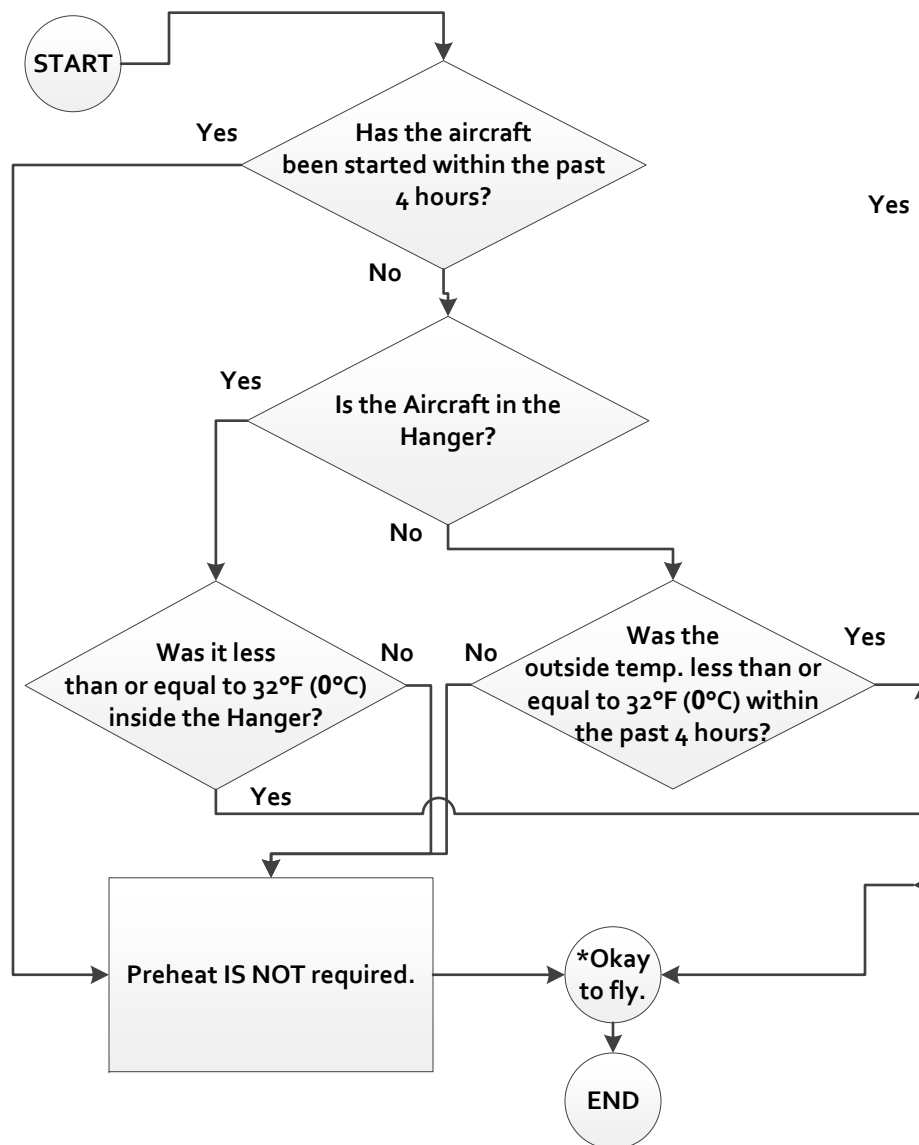
## Notes:

### 1) OFC Maint. Contacts:

- Andy Robinson, OFC Maint. Assistant- N735GC, Cell: 1-203-217-6221
- Wayne Tremallo, OFC Maint. Assistant- N8261H, Cell: 1-203-305-7401
- Ed Chromczak, OFC Maint. Assistant- N98819, Cell: 1-908-400-9370
- 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.**

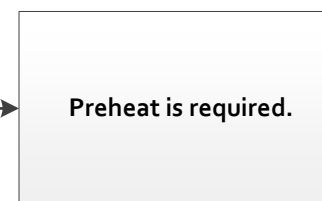
# AIRCRAFT PREHEAT PROCESS.



## Notes:

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

# AIRCRAFT PREHEAT PROCESS.



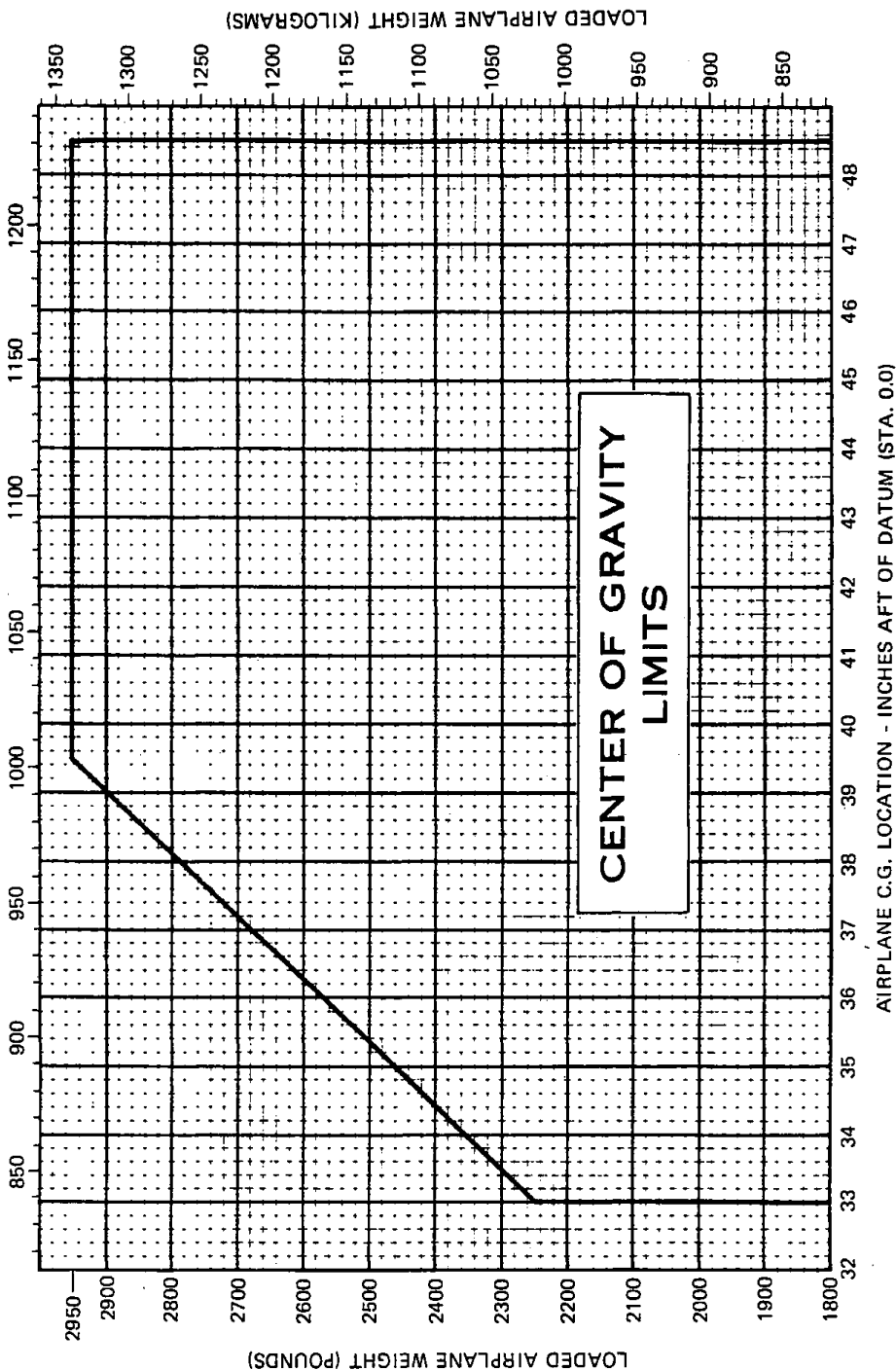
**Important Note:** Unfamiliar pilots should watch the preheat video on the Club website. It is located at: <https://www.youtube.com/watch?v=zXvELKCThOo>

- 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.

| Item                              | Weight   | Arm                         | Moment     |
|-----------------------------------|----------|-----------------------------|------------|
| Basic Empty Weight                | 1876.32* | 36.07*                      | 67,684.11* |
| Front Seat Occupants              | +        | 37<br>(Fwd 32 to Aft 50)    | +          |
| Rear Seat Occupants               | +        | 74                          | +          |
| Baggage Area A<br>(120# max)      | +        | 97<br>(Fwd 82 to Aft 108)   | +          |
| Baggage Area B<br>(80# max)       |          | 115<br>(Fwd 108 to Aft 136) |            |
| Zero Fuel Weight                  | =        | CG†                         | =          |
| Usable Fuel<br>(75 gals/450# max) | +        | 46                          | +          |
| Ramp Weight<br>(2407# max)        | =        |                             | =          |
| - Fuel (Start, Taxi)              | - - 10   | 46                          | - - 460    |
| Take-Off Weight<br>(2400# max)    | =        | CG†                         | =          |
| - Fuel Burn                       | -        | 46                          | -          |
| Landing Weight<br>(2400# Max)     | =        | CG†                         | =          |
| †CG = Moment/Weight               |          |                             |            |

\*N735GC current as of 12/16/19

AIRPLANE C.G. LOCATION-MILLIMETERS AFT OF DATUM (STA. 0.0)





| <b>Equipment Change - Weight and Balance</b>  |               |                   |                    |
|---|---------------|-------------------|--------------------|
| <b>"N" No.</b>  | <b>Model</b>  | <b>Serial No.</b> |                    |
| N735GC  | C182Q         | 18265404          |                    |
|   | <b>Weight</b> | <b>Arm</b>        | <b>Moments</b>     |
| <b>Items: (Description / P/N / S/N)</b>   | <b>Pounds</b> | <b>Inches</b>     | <b>Inch/Pounds</b> |
| <b>Previous Aircraft Empty Weight:</b>  | 1885.92       | 36.06             | 68003.85           |
| removed nose wheel fairing  | -3.9          | -6                | 23.4               |
| removed LH/RH main wheel fairings   | -5.7          | 60.2              | -343.14            |
| Record the removed/installed equipment with actual weights (Col B) and locations (Col C).   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
|   |               |                   |                    |
| <b>Totals</b>   | 1876.32       |                   | 67684.11           |
| (Record the weight & balance info from the current records.)  |               |                   |                    |
| A. Old Empty Weight   | 1885.92       | Pounds            |                    |
| B. Old Empty CG   | 36.06         | Inches            |                    |
| C. Old Empty Weight CG Moment   | 68003.85      | Inch/Pounds       |                    |
| D. Max Gross Weight   | 2950          | Pounds            |                    |
| E. Old Useful Load  | 1064.08       | Pounds            |                    |
| (The new values are automatically calculated and the results shown below.)  |               |                   |                    |
| A. New Empty Weight   | 1876.32       | Pounds            |                    |
| B. New Empty CG   | 36.072797     | Inches            |                    |
| C. New Empty Weight CG Moment   | 67684.11      | Inch/Pounds       |                    |
| D. Max Gross Weight   | 2950          | Pounds            |                    |
| E. New Useful Load  | 1073.68       | Pounds            |                    |
| This new weight & balance information supersedes all previous weight and balance data.<br>For aircraft loading, see instructions in Weight & Balance Section of Aircraft Flight Manual. |               |                   |                    |
| Date FAA Form 337 Completed:  | 12/16/2019    |                   |                    |
| Date Equipment List Amended:  | 12/16/2019    |                   |                    |
| James Miller A&P 2778481IA  | Date:         | 12/16/2019        |                    |
| Notes:  |               |                   |                    |

2) Dual VOR Check:  $\leq 4$

## VOR CHECK LOG

4) Ground Check:  $\pm 4$

[illegible]

**\*\*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-** Airspeed indicator
- **T-** Tachometer for each engine
- **O-** Oil Pressure gauge for each engine
- **M-** Magnetic direction indicator
- **A-** Altimeter
- **T-** Temperature gauge for each liquid-cooled engine
- **O-** Oil temp indicator for each air-cooled engine
- **F-** Fuel quantity gauge for each tank
- **L-** Landing gear position lights (if retractable gear)
- **A-** Anticollision lights (if certificated after 11 March 1996)
- **M-** Manifold pressure gauge (each altitude engine)
- **E-** ELT, if required by §91.207
- **S-** Safety belts / Shoulder harnesses
- **A-** ADSB out (§91.225)
  
- **VFR night flight:** Day equipment + F.L.A.P.S  
(§91.205)
- **F-** Fuses, spare set or 3 spare of each-pilot accessible
- **L-** Landing light (if for hire)
- **A-** Anticollision light (red or white)
- **P-** Position lights (navigation lights)
- **S-** Source 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-** Airworthiness certificate
- **R-** Registration certificate
- **R-** Radio station license (for international flights)
- **O-** Operating limitations & AFM
- **W-** Weight & 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       |
|---------------------------|-------------------|----------------------------|
| <b>Class A</b>            | Not Applicable    | Not Applicable.            |
| <b>Class B</b>            | 3 statute miles   | Clear of Clouds.           |
| <b>Class C</b>            | 3 statute miles   | 500 ft below.              |
|                           |                   | 1,000 ft above.            |
|                           |                   | 2,000 ft horizontal.       |
| <b>Class D</b>            | 3 statute miles   | 500 ft below.              |
|                           |                   | 1,000 ft above.            |
|                           |                   | 2,000 ft horizontal.       |
| <b>Class E</b>            |                   |                            |
| 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 |
|---|-------------------|----------------------|
| <b>Class G:</b> 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

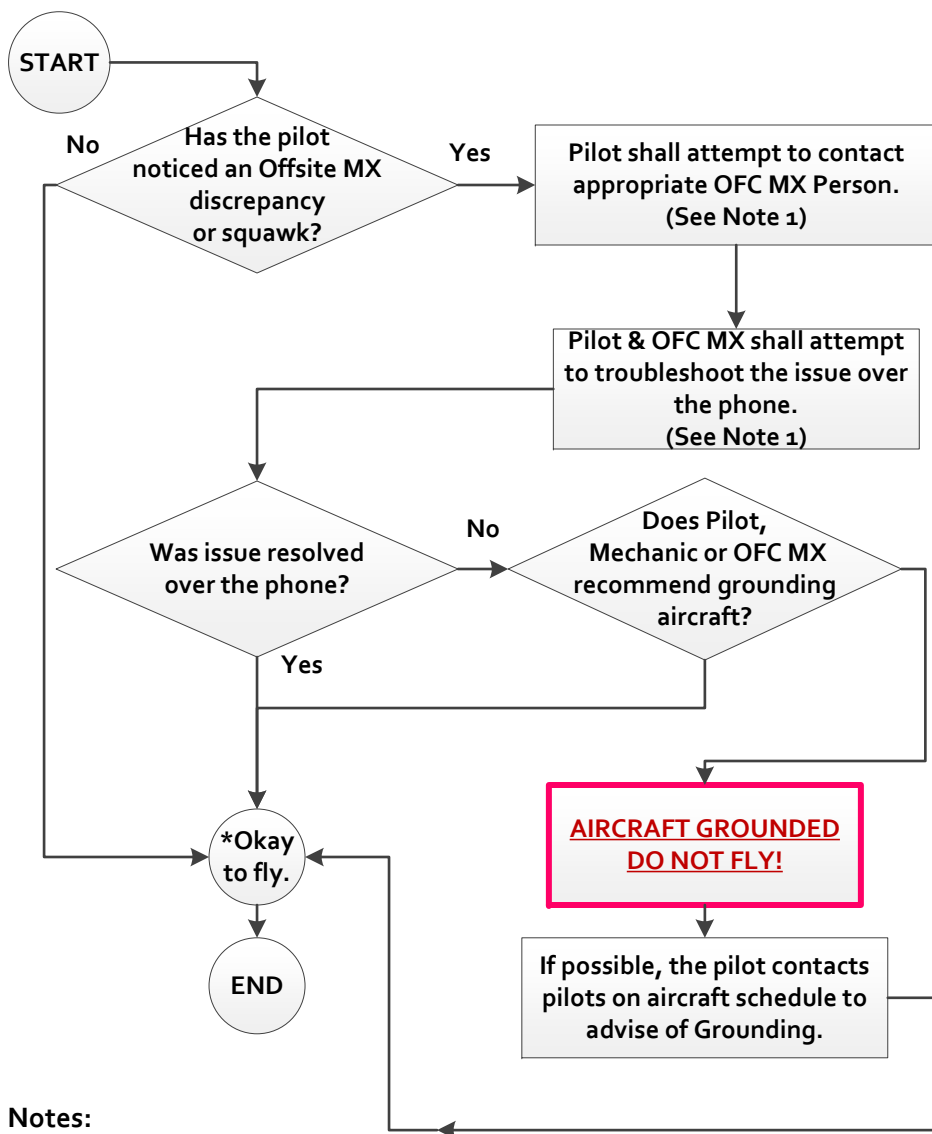
### Pilot Items (OFC Training & Ops Manual (TOM), §61.57)

- 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:

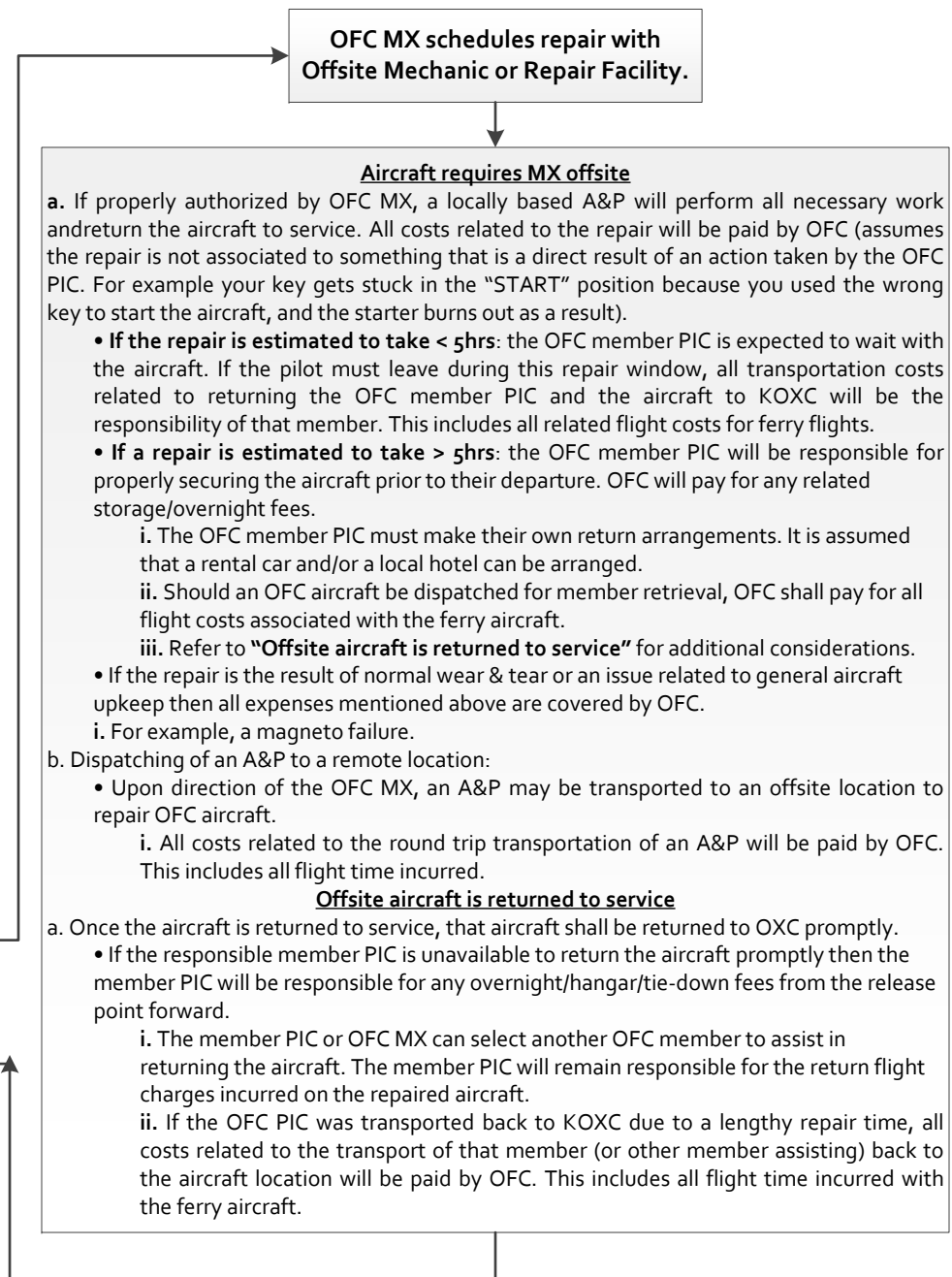
#### 1) OFC MX Contacts:

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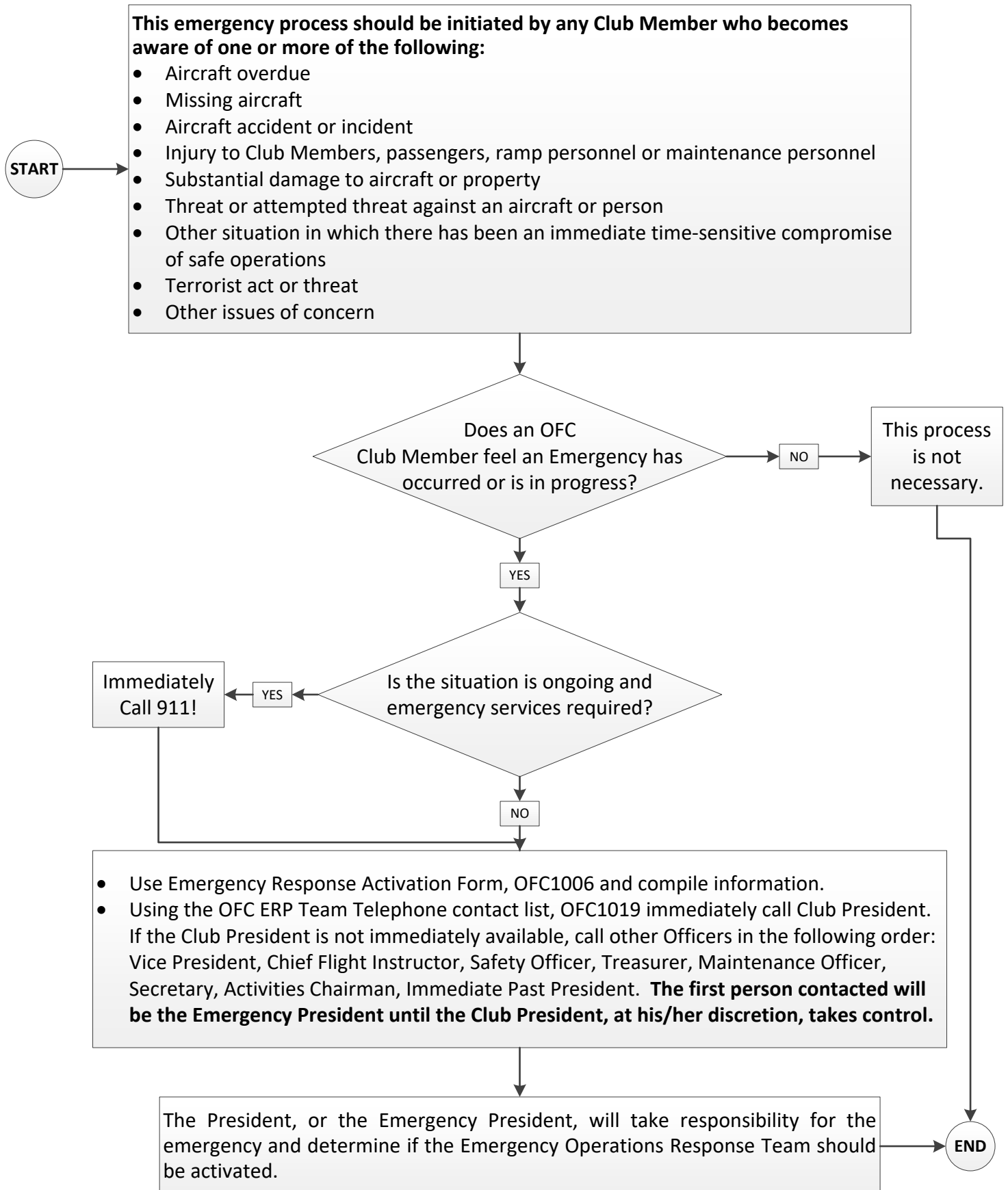
2) **"\*Okay to Fly" does not relieve PIC from conducting a thorough preflight inspection or grounding discrepant aircraft.**

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

## OFFSITE AIRCRAFT MAINTENANCE (MX) & RESPONSIBILITIES



## OFC Emergency Response Plan Activation Process



## OFC Emergency Response Plan Activation Process

