Aviation Operations Manual

Revision VIII
07/14/21

Record of Revision

Version	Date	Comments
VER VII	6/1/17	Complete reformatting and overhaul of verbiage
VER VIII	8/18/20	Addition of inclement weather chapter; inclusion of FRAT; updated stage check and practical exam scheduling; updated management positions; additional visual reference for practice areas
VER IX	7/14/21	General operating policies; weather limitations; updated grammatical errors

List of Effected Pages

Section	Pages	Version	Date
All Sections	All	7	6/1/17
12	78-79	8	8/18/20
1, 2, 3, 5, 7, 8, 9, 12	8, 12, 17, 18, 19, 20, 21, 22 ,36, 38, 39, 40, 41, 42, 49, 52, 53, 54, 55, 56, 57, 60, 66, 67, 71, 78, 81	9	7/14/21

BSU Aviation Operations Manual

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Chapter 1
Introduction

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General

The BSU Aviation Operations Manual (AOM) describes and explains the policies and procedures that govern personnel conduct and flight training operations, and is designed to supplement the policies and procedures that govern the University within the Commonwealth of Massachusetts. The information in this manual pertains to aviation-related BSU personnel, including Ground and Flight Instructors, students, ground service, maintenance, and administrative staff. Currently there are six BSU manuals:

- Aviation Operations Manual
- Dispatch Manual
- Standards Manuals:
    - Cessna 172R Skyhawk
    - Piper PA-28R-200 Arrow
- Emergency Response Plan
- Safety Management Program

Each manual or an appropriate section of same shall be available to personnel in all areas of responsibility within the BSU Aviation Program. The Chief Flight Instructor, overseeing the Aviation Program and his/her designee(s), is responsible for ensuring that all personnel under their supervision possess a working knowledge of all relevant sections of the manual(s) pertinent to their areas of responsibility.

Revisions to this manual will be issued as necessary but, at a minimum, reviewed annually to address regulatory or operational changes. All students and staff are responsible for keeping their manual(s) current at all times and for the information contained herein.

Refer all questions to a member of the Flight Operations staff and they will be forwarded to the appropriate office of responsibility. Any comments or suggestions can be submitted via email or the Hazard Identification and Event Tracking (HIT) form.

Terms and Definitions

The following terms or abbreviations, when used in this manual, shall have the meaning(s) indicated below:

- **AGL -** Above Ground Level.
- **AIM -** Aviation Information Manual
- **AOM** - Aviation Operations Manual.
- **CFI** - FAA certified flight instructor employed by BSU.
- **CFR** - Code of Federal Regulations.
- **CPT** - Cockpit Procedure Trainer
- **Dispatch -** Personnel responsible for flight training coordination.
- **Flight Crew** - Person(s) conducting ground and/or flight operations in the aircraft.
- **FSM** - Flight Standards Manual.
- **IFR** - Instrument Flight Rules per 14 CFR Part 91 limitations.
- **IMC -** Instrument Meteorological Conditions.

- ✛ **Incident, Accident, or Injury** - Any operation involving an aircraft means the same as these terms when used in NTSB 830.
- ✛ **Injury** - Any non-flight event means any physical injury sustained on BSU property or on property for which BSU maintains exclusive use per 14 CFR Part 141 regulations.
- ✛ **Manual** - This manual, other manuals will be specified by name or abbreviation.
- ✛ **PIC** – Pilot-In-Command.
- ✛ **Shall** - Action, Policy, or Procedure is mandatory.
- ✛ **Will** - Action, policy, or procedure may occur in the future.
- ✛ **Should** - Action, policy, or procedure is recommended.
- ✛ **Ops or Flight Ops -** The flight operations element of BSU Aviation Science.
- ✛ **NTSB** - National Transportation Safety Board.
- ✛ **VFR -** Visual Flight Rules per 14 CFR Part 91 limitations.

Notes, Cautions, and Warnings

All BSU manuals contains numerous notes, cautions, and warnings labeled specifically to gain the attention of the manual holder and focus his/her attention on an important informational item. They are indicated as follows:

NOTE
Expands on or emphasizes essential information

CAUTION
Information must be considered or instructions followed to avoid possible damage to aircraft or other equipment.

WARNING
Procedure and/or policy information that will ensure compliance to avoid personal injury or loss of life.

Revision System

AOM revisions will be issued in consecutive numbers, and each page of the new revision will contain the revision number and the date the revision was issued.

CAUTION
Adherence to the policies and procedures set forth in this manual is MANDATORY. During flight operations the Pilot-in-Command may deviate from these policies and procedures as necessary to meet the exigencies of any emergency.

NOTE
1. Where BSU policy is more restrictive than the current FAA AIM, POH, FAA Approved AFM, or 14 CFRs, it will take precedence.   2. It is the responsibility of all BSU Aviation students and staff to periodically review the AOM to remain knowledgeable of its contents, and to ensure that all current procedures are being followed.

Chapter 2
Organization

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Management

This chapter of the manual describes the management structure of the BSU Aviation program. The listing and descriptions within the chapter are not intended to duplicate the Department of Aviation Science Policies and Procedures Manual or full position descriptions, rather they address those elements of the Aviation Science program that are limited primarily to flight operations. The BSU employee description of duties may provide a wider explanation of employee responsibility and is the controlling document in such cases.

Chief Instructor

Reports To: Dean, Ricciardi College of Business

Direct Reports: Assistant Chief Instructor(s), Staff Assistants, Director of Maintenance, Ground Instructors, Administrative Assistant

Role and Responsibilities:

Ensure highest level of ground and flight training program quality. Provide direct supervision of ground and flight training operations. Serves as liaison to the Federal Aviation Administration.

Safety Officer

Reports to: Dean, Ricciardi College of Business, University President (as required)

Direct Reports: N/A

Role and Responsibilities:

Conduct program development and outreach efforts. Conduct flight and ground evaluation of all students and instructors.

Business Manager

Reports To: Dean, Ricciardi College of Business

Direct Reports: Flight Training Coordinator(s)

Role and Responsibilities:

Oversees BSU Department of Aviation Science flight training budget. Supervises dispatch operations.

Staff Assistant: Standards and Evaluation

Reports to: Chief Instructor

Direct Reports: Check Instructors, Flight Instructors

Role and Responsibilities:

Oversee the quality of flight training including instructor currency, acquisition, integration, and associated instructor/student training programs.

Staff Assistant: Records and Compliance

Reports to: Chief Instructor

Direct Reports: Flight Instructors

Role and Responsibilities:

Oversee the quality of flight operation records including auditing processes, record clearances, and overall compliance of BSU flight operations.

Administrative Assistant/Flight Operations

Reports To: Chief Instructor

Direct Reports: N/A

Role and Responsibilities:

Provides administrative support for the BSU Department of Aviation Science program flight operations.

Flight Training Coordinator

Reports to: Business Manager

Direct Reports: Student employees

Role and Responsibilities:

Conduct and/or supervise the scheduling of BSU Flight Operations training assets (personnel and equipment).

Director of Maintenance

Reports to: Chief Instructor

Direct Reports: N/A

Role and Responsibilities:

Supervise all maintenance and record-keeping activities for all BSU training aircraft. Communicate with flight operations dispatch personnel and Business Manager.

Check Instructor

Reports to: Staff Assistant for Standards and Evaluation

Direct Reports: N/A

Role and Responsibilities:

Conduct flight and/or ground evaluation of students and instructors (e.g. stage checks, quality evaluations, proficiency checks, new-hire training, etc.)

Flight Instructor

Reports to: Staff Assistant for Standards and Evaluation; Staff Assistant for Records and Compliance

Direct Reports: N/A

Role and Responsibilities:

Conduct BSU Aviation flight and ground training in accordance with applicable Federal Aviation Regulations. Provide a safe, enjoyable and effective teaching/learning environment.

Ground Instructor

Reports to: Chief Instructor

Direct Reports: N/A

Role and Responsibilities:

Conduct BSU Aviation ground training in accordance with applicable Federal Aviation Regulations. Provide an enjoyable and effective teaching/learning environment.

Chapter 3
General Operational Policies

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General

This section addresses general policies and procedures for the safe conduct of all training operations at BSU flight training center. All students and staff connected with BSU Aviation Flight Operations shall adhere to the policies and procedures contained in the AOM.

NOTE
Anyone observing an unsafe situation is expected, within the limits of safety, to take corrective action.

Conduct and Violations

BSU Aviation students and staff are expected to conduct themselves in a responsible and professional manner at all times. Failure to do so may result in disciplinary action up to and including employment termination or program dismissal following university protocols.

BSU Aviation Program conduct violations include but are not limited to:
- Disregard for or consistent failure to adhere to applicable safe procedure and practices.
- Failure to report an incident/accident during a work/training period.
- Theft, dishonesty, or falsification of records.
- Providing access codes (e.g. computer, telephone, copier) to unauthorized persons.
- Providing confidential information without proper approval.
- Misuse, abuse, or unauthorized personal use of university resources.
- Violation of university Drug and Alcohol policy.
- Disrespectful behavior directed at a customer, other employee(s), or insubordination (refusing to perform assigned duties, work assigned hours, or intentional failure to follow a supervisor's direction(s)).
- Sexual or other illegal harassment
- Verbal or physical assault.
- Possession of an illegal weapon or other potentially harmful object not required for
- professional or instructional duties

Required Identification and Certificates

Personal Identification
- All persons conducting business at the BSU Aviation Flight Training Center shall carry a valid form of government issued photo identification and present it upon request of any BSU staff member.
- BSU employees must possess both BSU and government issued ID.
- BSU Aviation students and staff conducting training at the Aviation Flight Training Center MUST have their BSU Connect Card in their possession and visible at all times.

⊕ Failure to comply with applicable sections of the above policy may result in being asked to depart the premises or, in certain circumstances, may be escorted by appropriate BSU personnel.

Certificates and Inspection
⊕ Adhere to 14 CFR 61.3(l).
⊕ CFIs must submit a copy of their most recent government issued photo identification, FAA medical certificate, pilot certificate, and CFI certificate to the Chief Instructor and/or his/her designee.

Medical Certificates
All BSU students and staff must comply with FAA Medical requirements. Pilots must inform the Chief Instructor and/or his/her designee of any medical condition that would prohibit him/her from conducting training duties.

Change of Address
All students and staff shall inform BSU Aviation immediately of changes of name, address, and/or phone numbers immediately.

Principal Business Office
BSU Aviation, Air Agency Certificate LY8S311Q, maintains its principal business office at 111 Harrington Hall, BSU in Bridgewater, MA, and its flight operations base at the New Bedford Regional Airport, 1852 Shawmut Avenue, New Bedford.

Required Personal Equipment

Each pilot is responsible for keeping his/her manuals current of all published changes when they become available. Pilots shall have the following equipment readily available or in their possession appropriate for the conduct of each training operation:

Instructor/Check Instructor/Student
⊕ Lesson plan, syllabus, plan of action
⊕ FAA Practical Test Standard/Airmen Certification Standards (as appropriate)
⊕ Aircraft FSM and checklists (as appropriate)
⊕ AOM
⊕ For students,VFR/IFR navigational charts as applicable to their route and type flight; CFIs must have all company issued charts as appropriate to the route of flight.
⊕ Current Chart Supplement
⊕ View limiting device (as appropriate)
⊕ Flight Headset:
⊕ Operational flashlight (as appropriate)

Headsets
⊕ Pilots are required to supply their own approved aviation headset equipped with a boom microphone. Pilots are required to take immediate action if headset is damaged.

⊕ A BSU company headset will be provided on one occasion to a student who does not arrive prepared for flight. Any future incidents shall be graded as a no-show.
⊕ All Bluetooth and auxiliary cord interfaces must be disabled prior to flight.

Cabin Stowage (Equipment)
⊕ All PIC's shall ensure that all baggage and personal gear is stowed and properly secured (Define secured) to avoid it becoming a hazard by shifting during any expected flight conditions.

Determination of Pilot-In-Command (PIC)

During dual training flights the BSU CFI is normally the PIC. When more than one CFI is aboard a BSU aircraft and at the controls, the most senior instructor or check pilot (based on their hire date) is the PIC unless deemed necessary to do otherwise.

Logging Hobbs and Tachometer Time

BSU Dispatch must be notified immediately if a pilot finds Hobbs or tachometer reading discrepancies from what is shown on the aircraft data sheet.

Hobbs or tachometer time that is half-way (or more) rolled to the next number is to be counted as the next higher value.

Block Time
Scheduled block time will differ from flight time due to pre and post flight briefings. Students must arrive with appropriate time to be prepared for their block.

Students and staff shall plan the completion of the flight activity so that equipment is returned to Dispatch no later than the scheduled flight ending time. Extensions must be approved by Dispatch.

Flight Time/Rest Interval

For guidance on flight time and rest interval requirements, see the Federal Aviation Regulations. Anything in excess of 7 blocks or 7 scheduled flight hours must be approved by the Chief Instructor and/or his/her designee.

NOTE
BSU CFIs are solely responsible for calculating daily hours flown and necessary rest periods. Any pilot may cancel an activity, for safety reasons including but not limited to fatigue.

Food and Drink Limitations

⊕ Food consumption is prohibited aboard BSU aircraft.
⊕ Water is the *only* beverage allowed in BSU aircraft.

NOTE
PICs shall ensure the aircraft is free of trash/personal equipment after each flight. Failure to do so may result in disciplinary action including loss of flight privileges

Tobacco Use

Use of tobacco products is prohibited.

Alcohol and Illicit Drugs

Reference the Federal Aviation Regulations and BSU drug and alcohol policies. The University's Alcohol and Drug Free Campus Statement, information regarding the Alcohol Policy, Drug Free Policy, and proscribed conduct outlined in the Student Code of Conduct can be found online at http://handbook.bridgew.edu.

WARNING
The unlawful possession, use or distribution of illicit drugs and/or alcohol by students or employees on University property and/or as part of any University activity is strictly PROHIBITED and is grounds for disciplinary action up to and including dismissal.

Impairment Suspicion (Ground or Flight)
⊕ Ground: Inform the Chief Instructor and/or his/her designee. Make every reasonable attempt to keep the person away from the aircraft and/or ramp area. Obtain assistance if necessary.
⊕ Flight: Ensure the safe landing of the aircraft as soon as practical. Inform the Chief Instructor and/or his/her designee. Do not attempt additional flight operations.

All BSU students and staff shall
⊕ Avoid consuming any alcohol within 12 hours of scheduled flight.
⊕ Not be under the influence of alcohol or the effects of alcohol.
⊕ Have an alcohol concentration of 0.04 or greater in a blood or breath specimen. *Alcohol concentration means grams of alcohol per deciliter of blood or grams of alcohol per 210 liters of breath.*

Medications
Consult an Aviation Medical Examiner about possible effects of any medication(s). Other resources such as FAA.gov or Aviation Medicine Advisory Service (AMAS) medication database.

In-Flight Observations

In-flight observations of training may be conducted at any time by BSU students and staff. Any faculty and administrative staff must first be approved by the Chief Instructor and/or his/her designee before conducting an in-flight observation.

Standard Flight Policies

All pilots and staff shall adhere to these policies unless a deviation is necessary to meet the needs of an emergency or avoid risk to operational safety:
- ⊕ Conduct all operations in accordance with applicable local, state, and federal regulations.
- ⊕ During departure, make no turns below 400' AGL.
- ⊕ Land at the intended destination with at least one (1) flight hour of fuel reserve.
- ⊕ Hand-propping to start a BSU aircraft is PROHIBITED.

Flight Standards Manuals

BSU Aviation Flight Standards Manuals (FSM) combine the aircraft manufacturer's guidance for aircraft operation and relevant FAA publications (e.g. 14 CFRs, Advisory Circulars) to provide a training-oriented, informative, and user-friendly guide and to ensure standardization and uniformity of training. The FSM is not a substitute for sound judgment and good aeronautical decision-making.

NOTE
Adherence to FSM policies and procedures is mandatory. Report any errors to the Chief Instructor and/or his/her designee

Cockpit Familiarization

While conducting cockpit familiarization, students and CFIs shall:
- ⊕ Request a CPT, aircraft or AATD from Dispatch. The Flight Training Coordinator will assign an available CPT, aircraft or AATD and indicate when the equipment is next due for use.
- ⊕ *NOT physically move any of the following switches/controls at any time:*

    a. Landing Gear Lever   b. Magnetos   c. Mixture Control(s)
    d. Starter Switch(es)   f. Throttle(s)   g. Battery Master Switch

When finished with cockpit familiarization, the student/CFI shall verify that the equipment is fully secured. Report back to Dispatch that the session is completed.

Scheduling and Dispatch Policies

Upon completion of a flight plan form, the flight crew will be given the binder. The flight crew will then complete the Flight Risk Assessment Tool (FRAT) together to assess the risks associated with the flight. Completion of the FRAT is REQUIRED prior to each flight event. The following will happen based on the inputs of the crew:
- ⊕ The flight will be cleared to be dispatched. An email will be sent to dispatch to release the aircraft.
- ⊕ The flight will be halted, and the binder must be returned to dispatch. This will occur if there are any inspections or discrepancies not addressed/current.

⊕ The crew will be referred to the Chief Instructor, Safety Officer, and/or the Staff Assistant, whoever is first available. This will occur if there are any "high" risks detected. The individuals listed above will be notified of the "high" risk and the person first available will meet with the crew to determine if the flight is safe to be dispatched. The individual will complete a follow-up form to either dispatch the aircraft or not.

In an effort to make the most of all available resources and minimize training delays, all Flight Operations staff shall comply with the following procedures:

⊕ Flight lessons affected by weather should (if possible) be moved to a later time. Canceled events should be made up as soon as possible. Students who have been canceled due to aircraft availability will be given aircraft priority for the next scheduled event date. Aircraft availability cancelations shall be included in the equipment request for the student's next block.

⊕ CFIs must authorize a lesson cancelation. Students are not authorized to cancel their own events without CFI knowledge and approval. Students enrolled in the Commercial Pilot Course conducting a solo flight may cancel their own solo flights with dispatch and should be notifying their CFI of that decision.

CAUTION
Dispatch assistance is not a substitute for CFI responsibility in making a sound go/no-go decision and meeting his/her Pilot-In-Command responsibilities.

Aircraft Inspection and AD Compliance Intervals

Contact Dispatch with any questions. Time remaining before the upcoming inspection can be determined by looking at the aircraft data sheet.

NOTE
Pilots shall verify all applicable inspection/compliance intervals before every flight.

Departure and Arrival Philosophy and Responsibility

Launching a BSU aircraft is a team effort that involves risk. All involved personnel are responsible for ensuring a safe and on-time departure while ensuring safety is the highest priority.

Maintenance
Aircraft undergoing maintenance may not be ready for release at the scheduled departure time. Pilots are expected to be ready for flight when the aircraft is released. A change in aircraft assignment may be an option.

Aircraft Deicing
CFIs shall coordinate with their student(s) to perform the appropriate seasonal procedure to permit an on-time departure. For details on policies and procedures, reference Chapter 12.

Automation and Technology

Pilots shall avoid fixating on automation/technology during any phase of a flight operation when doing so detracts from the ability to maintain situational awareness and safety. Pilots shall be proficient in selecting and operating the appropriate degree of automation/technology.

Crew Resource Management

Refer to FAA Advisory Circular 120-51e CRM Training for guidance on how BSU pilots should conduct flight operations. Crew Resource Management is most effective if all pilots work together and learn together, with the focus always on the safe outcome of any flight operation.

Manipulation/Exchange of Flight Controls

No person may manipulate the flight controls of a BSU aircraft during operation unless he/she is:
- A qualified pilot employee or trainee of BSU (e.g. a qualified flight instructor and student engaged in training).
- A qualified Maintenance technician conducting a maintenance operation.
- An authorized representative of the NTSB or the FAA with permission from the University who is qualified in the aircraft. The Director of Operations and/or Chief Instructor and/or his/her designee will authorize such operations.

BSU pilots shall adhere to the following procedure:

Standard 2-Way Exchange of Flight Controls
The flying pilot will state "You have the flight controls" and state the current configuration and flight path of the aircraft. When taking control of the aircraft, the non-flying pilot will state "I have the flight controls" indicating that he/she is now the flying pilot.

Critical Phases of Flight / Sterile Cockpit

Critical Phases of Flight include all ground operations involving taxi, takeoff and landing, and all other flight operations conducted below 1,000 ft. AGL, except cruise flight.

CAUTION
Pilots shall NOT perform any duties during critical phases of flight except those appropriate to flight instruction and/or required for the safe operation of the aircraft.

Airport Security
Unless instructed otherwise by airport personnel, BSU aircraft shall park and deplane on general aviation ramps. All airport badges must be displayed on the outermost garment, above the waist at any time when entering a ramp area. Any airport security codes are not to be shared or publicly displayed. All BSU staff shall report any suspicious activity in the airport vicinity. All aircraft doors as well as baggage compartments must be locked when aircraft is not being monitored.

Chapter 4
Flight Instructors

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Instructor Conduct

BSU CFIs are expected to demonstrate a personable, knowledgeable, and professional demeanor during all interactions with BSU internal and external customers. They are expected to look, act, speak, and perform at a level that reflects credit on themselves and on BSU.

BSU CFIs or other personnel shall not discuss any matter concerning Operations business or student performance issues with anyone except other BSU Aviation personnel who have a specific interest in the matter.

Any such discussions shall be conducted in such a manner as to ensure the privacy and dignity of the involved parties. Any CFI or other personnel known to speak negatively in the presence or hearing of any customer or prospective customer about operational matters may be subject to disciplinary action.

Instructor Evaluation

BSU flight instructors will be periodically evaluated on the performance of their duties and the manner in which such duties are performed. Evaluations are meant to be instructional.

Fraternization

BSU Aviation discourages fraternization between students and their instructors. The following policies apply to CFI/student relationships:
- Dating is prohibited between a student and her/his primary instructor or check instructor during a course of training.

Meetings

Operational safety meetings will be scheduled as needed. Attendance is mandatory unless otherwise specified by the Chief Instructor and/or his/her designee. As a matter of professional courtesy any participant not able to attend a meeting is required to notify the meeting organizer 24 hours in advance, and is responsible for obtaining missed material from the organizer at the earliest possible opportunity.

CFI Flight Proficiency

BSU CFIs are expected to maintain their flight proficiency during their employment. The University will assist its instructors in maintaining this standard as follows: Instructors needing review training for flight in actual IMC, night currency, etc. must make the request with the Chief Flight Instructor or his/her designee. Prior approval is required for any non-student training flight.

Crew Qualification

Instructor Equipment Transitions

For initial, transition, or upgrades to a new aircraft or AATD model, each CFI must complete ground training and a proficiency check on the equipment administered by the Chief Instructor and/or his/her designee. CFIs may not act as PIC in a new model aircraft until this standardization training is complete.

Flight Instructors must comply with 14 CFR Part 141.79 regarding briefings on the objectives and completion standards of the training course to which they are assigned.

CFIs must conduct an annual proficiency check with the Chief Instructor and/or his/her designee if more than 12 months passes in which no transitions or upgrades occur. These checks must also meet the requirements of 14 CFR Part 141.79.

Recent Experience
- ⊕ Prior to conducting scheduled flight training with a student at night, CFIs must be current with 3 takeoffs and landings to a full stop within 90 days at least one hour after sunset and one hour before sunrise
- ⊕ For any flight impacted by 14 CFR 61.57 recency requirements, any pilot not meeting the relevant requirements shall notify the Chief Instructor and/or his/her designee prior to conducting any flights. The pilot must re-establish currency before he/she may again provide flight instruction or act as PIC for the effected operation.

Commercial Flying and Flight Instruction

Each BSU employed pilot who wishes to engage in other commercial flying must inform the Chief Instructor and/or his/her designee and ensure that no negative impact will be incurred by the BSU Aviation Science program.

Student Management

Each CFI is responsible for managing, tracking, and recording their students' progress in any of the courses for which the students are training. CFIs are expected to be familiar with their students' academic schedule, know when the student is taking an FAA Knowledge Test, on a leave of absence, grounded, and when/why they have been reassigned to a different instructor.

Flight Instructors shall meet with the Chief Flight Instructor or his/her designee as needed to verify the following:
- ⊕ Each student's position in the syllabus relative to the expected course completion date.
- ⊕ Currency, accuracy, and appearance of students' training record.
- ⊕ Any training issues affecting student progress.

Student Enrollment

When a student is paired with a CFI, the CFI shall verify the student is properly enrolled in the appropriate course, and determine that the student is training either under 14 CFR Part 141 or 61. Students enrolled in Part 141 training shall receive an enrollment certificate prior to initiating training in the respective ground or flight course.

- ⊕ An original enrollment certificate (flight and ground) will be generated by the Administrative Assistant and signed by the Chief Flight Instructor at the start of each course of ground and/or flight training. The certificate shall be given to the student for both ground and flight enrollment.
- ⊕ The CFI shall verify that the student is properly enrolled in the appropriate course with the correct enrollment date.
- ⊕ The CFI is responsible for placing a copy of the signed enrollment certificate in the student's flight training folder, and for providing the student with the signed original certificate.

NOTE
All Part 141 courses begin on the first day of ground school. Flight training folders shall reflect this date as the date of enrollment in the course.

Event Scheduling

Students will be scheduled for a minimum two (2) hard blocks and one (1) soft block per week with the option to schedule additional events as instructor/student/equipment availability allows.

NOTE
Flight schedules are to be viewed in the same manner as a student's class schedule. Attendance is mandatory. Failure to adhere to or attempts to modify the established schedule (other than to add to already established event times) outside of proper scheduling procedure will result in the student being grounded and referred to the Chief Flight Instructor.

Events are scheduled based on the CFI's request for equipment. BSU CFIs are responsible for requesting the proper equipment to conduct the training event. Requests for equipment should be made as early as 48 hours in advance but no less than 24 hours prior to ensure accuracy. In the scheduling software, the time of request must be included along with the equipment required (e.g. "C172 8/21 @ 0730").

Dispatch will be the primary point of contact for managing schedule requests. Additionally, all cancelations must go through dispatch in order to be recorded properly.

CFIs unable to work due to illness must contact Dispatch immediately. Dispatch will attempt to locate and assign another CFI and hold the event as scheduled. Dispatch will notify students regarding updates. CFIs may arrange their own substitute, but MUST notify Dispatch and the effected student of the change in advance of the scheduled event.

Student Events on A CFI Day Off

The CFI remains responsible for ensuring that the student's event is covered by another qualified CFI and for knowing the outcome of the event. If it is an emergency type situation (including illness), the dispatch office will assist in coordinating coverage.

Scheduling Audits/Stage Checks

All lessons must be completed in the stage for the student to be eligible for the corresponding stage check.

Instructors shall submit each student's training folder for audit not less than two (2) lessons prior to the stage check. Audit feedback will be provided by email within 48 hours of submission, and any corrective action must be completed within 48 hours of notification.

The student will complete the stage check availability form which will then be given to the Staff Assistant, Records and Compliance. Upon verification of proper record clearance, the Staff Assistant will sign the form and remand it to dispatch. All stage check scheduling will be completed through dispatch and/or check instructors.

Scheduling FAA Practical Tests

Students cannot be scheduled for a FAA Practical Test until they have successfully completed the appropriate course of training and the End-of-Course (EOC) stage check, unless approved by the Chief Instructor.

Upon successful completion of the EOC:
- The student will submit a Practical Test availability form in order to initiate the scheduling process. The student will also be given a Practical Test binder which will be filled out with the assistance of their primary instructor.
- The Check Instructor who conducted the EOC is responsible for submitting the student's training record for auditing *immediately* upon successful completion of the EOC stage check and must notify the Chief Instructor and/or his/her designee of the student's successful completion of the EOC.
- Once the Practical Test binder is completed, the student will meet with the Chief Instructor and/or his/her designee to review the material for the application to be associated appropriately.

NOTE
BSU CFIs are responsible for ensuring that their student receives and confirms notification of the FAA Practical Test date and time.

Student Review Training (Flight or AATD)

Review training (ground or flight) outside the regular TCO should be the exception. Instructors are expected to train their student to standard on every event, and students are expected to maximize their training time by preparing in advance for each lesson. The following instances may warrant a review flight/AATD activity:

⊕ A Stage Check grade of incomplete for failing to meet completion standards.
⊕ Student request for additional review training. The CFI shall determine the need for the additional training as well as a plan of action to ensure to maximize the training.

Student Pilots on Solo Flights

Prior to release for any solo flight event, the student's CFI shall ensure that the student has reviewed, is familiar with, and understands the applicable sections of this Aviation Operations Manual.

CFIs shall ensure that all applicable endorsements and the student pilot certificate are current and valid, that the student has their properly endorsed logbook in their possession, and that the student is aware of and understands any limitations placed on his/her flight(s) by the authorized instructor.

NOTE
For all pre-Private solo events, the CFI endorsing the student or another authorized CFI as designated for the event shall be present at Flight Operations for the student's pre-flight brief, departure, arrival, and post-flight briefing.

CFI Endorsement Responsibilities

A CFI may not endorse any BSU student for a check ride unless all course requirements have been met for that certificate/rating. BSU CFIs shall follow the approved training course outline (TCO) for each student, and ensure:

⊕ Currency of a student's Medical Certificate and Student Pilot Certificate, if applicable.
⊕ Currency of student's FAA Pilot Certificate (per 14 CFR Part 61.56 Flight Review) and/or validity of a temporary certificate.
⊕ Proper cross country time and distance requirements for each course of training.
⊕ Proper logbook endorsements, as appropriate.
⊕ Logbook endorsement for each lesson in which instruction is given.

NOTE
BSU CFIs shall endorse the student's logbook following the activity per 14 CFR Part 61.51(h) and 61.189. CFIs are NOT to endorse an improperly completed logbook

Student Training Difficulties

A student is considered to be experiencing a training difficulty if any of the following occur:
- One lesson with two incompletions due to standards (ICS).
- Two or more absences from a ground school.
- A failed stage written exam.
- A stage check (oral or flight) graded incomplete for standards more than once on either portion.
- An unsatisfactory FAA Practical Test (oral or flight).

The following guidelines shall be used if a student experiences a training difficulty:
- A Student Training Update shall be completed and submitted to the Chief Flight Instructor and/or his/her designee by the student's CFI and the student on the date the event occurs. The CFI will propose a plan of action for addressing the student's training issue, and set a target date for completion of the plan.
- The Chief Flight Instructor and/or his/her designee will meet with the CFI and student to review and refine the plan of action, as appropriate.
- Once approved, the corrective action plan will be implemented and the CFI will update the Chief Instructor and/or his/her designee regarding the student's training progress.

If it is determined that student is or may experience training difficulties for lack of the necessary prerequisite level of knowledge and/or proficiency for the course of training in which he/she is enrolled, the CFI shall cease training and inform the Chief Flight Instructor and/or his/her designee, who will then meet with the CFI and the student. Students shall be advised that this course of action may increase course cost and completion time. A Student Training Update shall be completed to indicate the results of the meeting.

Standardization Flights

The following procedures shall be followed for scheduling and conducting standardization flights:
- All standardization flights must be approved by the Chief Instructor and/or his/her designee.
- The pilot in training shall be debriefed on the results and areas of strength and weakness. If additional training is required the candidate will discuss these areas with the Check Instructor and/or his/her designee and determine a plan of action for correcting these areas. The Check Instructor will then brief the Chief Instructor and/or his/her designee on the outcome of the event and, where appropriate, additional action to be taken to correct deficient areas.
- Disciplinary action and possible dismissal will result should a standardization candidate be found to be seriously deficient in the required knowledge and/or skill areas.
- Upon completion of the flight, all paperwork will be submitted to the Chief Instructor and/or his/her designee for filing in the candidate's Part 141 and/or Personnel file, as appropriate.

Training Guidelines

The following markers have been established to assist students and instructors in setting clear goals, monitoring progress, detecting training difficulties and applying corrective action sooner in order to help a student get back on track.

Private Pilot Course
- ⊕ **Student is projected to exceed 20 hours flight training time before completing Stage I:** The student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's training difficulty(s).
- ⊕ **Student is projected to exceed 30 hours flight training time without soloing:** The Chief Instructor and/or his/her designee conducts an observation of the next available training session as conducted by the primary CFI. Following the observation flight the student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's and instructor's performance and develop a plan of action for the student to regain forward progress.
- ⊕ **Student is projected to exceed 65 hours flight training time without passing the End-of-Course stage check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student's training difficulty(s). A ground and/or flight evaluation may also be scheduled. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to his/her Academic Advisor for counseling on options including a change of academic major.

Instrument Rating Course
- ⊕ **Student is projected to exceed 18 hours of flight/AATD training time without completing Stage I check:** The student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's training difficulty(s).
- ⊕ **Student is projected to exceed 41 hours of flight/AATD training time without completing stage II check:** The Chief Instructor and/or his/her designee conducts an observation of the next available training session as conducted by the primary CFI. Following the observation flight the student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's and instructor's performance and develop a plan of action for the student to regain forward progress.
- ⊕ **Student is projected to exceed 49 hours of flight/AATD training time without completing the end-of-course check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student's training difficulty(s). A ground and/or flight evaluation may also be scheduled. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to his/her Academic Advisor for counseling on options including a change of academic major.

Commercial Pilot Course (ASEL or AMEL)
- ⊕ **Student is projected to exceed 30 hours of flight training time without completing stage I check:** The student and student's CFI meet with the Chief Instructor or his/her designee to discuss the student's training difficulty(s).

⊕ **Student is projected to exceed 55 hours of flight training time without completing the end-of-course check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student's training difficulty(s). A ground and/or flight evaluation may also be scheduled. Pending the outcome of the meeting and/or evaluation, the student may be removed from the flight schedule, and will be referred to his/her Academic Advisor for counseling on options including a change of academic major.

CFI Airplane (Initial)

⊕ **Student is projected to exceed 18 hours flight training time without passing stage I check:** The student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's training difficulty(s).

⊕ **Student is projected to exceed 30 hours flight training time without passing the end-of-course stage check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student's training difficulty(s), and a ground and/or flight observation will be conducted. Pending the outcome of the meeting and/or observation, a remedial training plan will be developed that may include removal from the flight schedule. The student may also be referred to his/her Academic Advisor for counseling. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

CFI Instrument Airplane

⊕ **Student is projected to exceed 10 hours of flight training time without completing lesson #6:** The student and student's CFI meet with the Chief Instructor and/or his/her designee to discuss the student's training difficulty(s).

⊕ **Student is projected to exceed 18 hours flight training time without passing the end-of-course stage check:** The student and student's CFI meet with the Chief Flight Instructor or his/her designee to review the student's training difficulty(s), and a ground and/or flight observation will be conducted. Pending the outcome of the meeting and/or observation, a remedial training plan will be developed that may include removal from the flight schedule. The student may also be referred to his/her Academic Advisor for counseling. A follow-up meeting will be conducted to determine if training plan objectives were achieved.

Operations Flights

Any flight conducted for purposes other than primary student training is considered an "operations" flight and includes the following types:

⊕ Instructor Standardization
⊕ Instructor Training
⊕ Instructor Currency/Proficiency
⊕ Maintenance
⊕ Aircraft Reposition
⊕ Personnel Transport

All operations flights MUST be requested through Chief Instructor, Assistant Chief Instructor, Staff Assistant for Standards and Evaluation, and/or Dispatch, as appropriate.

Student Records

General
BSU Aviation students require two types of files for the records associated with the training. Materials for creating folders shall be located in the Records Office. All records will remain in file cabinet at all times when not being updated. Instructions for creating and maintaining training folders can be obtained through the Records and Compliance office. The two folders are:
- ⊕ **Green Training Folder:** Green hanging folder used for records not associated with any specific course of training. Holds the student training record (white folder, see below).
- ⊕ **Student Flight Training Record:** White, 4-page folder used to maintain records associated with a course of training. The folder remains in file cabinet at all times unless undergoing event updates or audit.

Security
Due to the confidential nature of the student records, they shall be kept in a secure location that is not accessible to the public and/or other students.

Responsibility
Complete and accurate training records are required by 14 CFR Part 141. When working with a student, BSU CFIs are required to properly maintain each of their student's training records. **Training records must be current and accurate at all times.**
When a student completes a segment of training, changes CFIs during a course, or terminates training with the University, the CFI shall ensure that all of the student's records are complete and current.

CAUTION
Removing a student file from the Records Office without express permission from the Chief Instructor and/or his/her designee is PROHIBITED.

Closing Student Flight Training Records
Student records MUST be completed/closed each time the student completes a course of training.

- ⊕ All items listed on the Course Audit Sheet must be accomplished and enclosed.
- ⊕ Copy of official FAA Knowledge exam results (if required) clipped into white folder.
- ⊕ Graduation certificate signed by Chief Instructor and/or his/her designee, clipped into white folder.

Storing Student Records
Upon completion of the FAA Practical Test the student's entire course training record shall be submitted to the Chief Instructor.

Lesson Sequence Change

A sequence change for a 14 CFR Part 141 may only be approved by the Chief Instructor and/or the Assistant Chief Instructor. Such authorization is likely only in situations where the change does not interfere with the building block theory of learning and will permit the student to continue to progress in the course.

Sequence changes will not be authorized for lessons that build new knowledge (a lesson task must first be introduced before it can be reviewed), or from one stage of training to another.

Grading Policy

All tasks will be graded "C" for complete, or "I" for incomplete with the following signifiers:
- ⊕ IW =   Incomplete for Weather
- ⊕ IT =   Incomplete for Time
- ⊕ IM =   Incomplete for Maintenance
- ⊕ ICS =   Incomplete, does not yet meet lesson/task completion standard
- ⊕ SI =   Incomplete due to student illness

All lessons shall be graded Complete or Incomplete. Any task graded "I" for any reason means the lesson is also incomplete and is to be graded as such.

A grade given for a task in a lesson may not be changed once the lesson has been closed.

Unless the situation warrants, CFIs shall not request that students demonstrate tasks that have been previously graded "Complete" on the lesson and shall not request the performance of tasks that are not relevant to the student's training.

Tasks in a flight lesson that must be accomplished VR (visual reference), and IR (instrument reference) shall be graded "ICS" if either element is incomplete for failure to meet standard. The CFI will indicate which element did not meet standard in the lesson notes.

NOTE
An incomplete lesson initially trained in an AATD may be completed in an aircraft, if appropriate, with prior written approval of the Chief Flight Instructor and/or his/her designee. Any lesson initially trained in an aircraft MUST be completed in an aircraft.

Employee Personnel Files

Flight Training Center employees may review their personnel file at any time during normal working hours (0800 – 1600) Monday through Friday, except holidays. Personnel files are maintained in the Standards and Evaluation office.

Terminating Employment

BSU CFIs are hired for an employment period of 12 months. A minimum two (2) week notice is required if the CFI intends to terminate employment.

NOTE
Failure to provide written two (2) week notice or properly terminate employment will result in the instructor not receiving an employment recommendation from the Chief Instructor and/or his/her designee and ineligibility for re-hire as a BSU CFI.

CFIs intending to leave employment with the University shall submit a written notification of resignation (including departure date) to the Chief Instructor and/or his/her designee.

On the final day of employment, the CFI must visit the Human Resources Office and complete out-processing information. Departing CFIs must turn in the following items:
- BSU employee ID badge.
- Airport ID badge.
- Any other property of BSU (e.g. keys, computer access codes). A Human Resources staff member must sign the exit packet to indicate this step has been completed.

Chapter 5
Student Guidance

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Your Success, Your Responsibility

Students in Aviation Science have chosen a career track earlier than most of their peers, and one that demands a lifetime of learning. Every day for every lesson, whether for flight or ground training, BSU Aviation students are expected to be prepared. Be an active learner. Go beyond the information provided during lessons, stay informed of scheduled activities, establish and conduct daily study periods, and ask for help when it is needed. The more engaged you are in learning your craft, the more successful a practitioner you will be.

Communication

Each student is assigned a CFI who is responsible for working cooperatively with the student to manage the student's training. The goal is a safe, enjoyable, and rewarding training experience that is efficiently conducted. Every effort is made to ensure an effective student/CFI match, however it will occasionally be necessary to change a student's assigned CFI when such a change is in the best interest of the student's training and/or BSU Aviation.

Any time a student has concerns with her/his training, the concern(s) should first be addressed in person with the student's primary CFI. As a matter of professional courtesy, the CFI is entitled to his/her student's fair and tactfully presented concerns so that he/she has the opportunity to address any questions and make changes as deemed appropriate. In a case where a conversation with the primary CFI may not be appropriate, the student should contact the Chief Flight Instructor and/or his/her designee.

If a student does not feel that complaint or concern has been adequately addressed, the student should then contact the Chief Flight Instructor. All complaints or concerns will be reviewed and acted upon as soon as practicable. Where safety is concerned, students are encouraged to submit their concerns in accordance with BSU safety guidelines. Unlike other forms of concern, safety concerns can be addressed anonymously.

Motivation

Physical, mental and emotional health is vital to safety and success in aviation. Every day, bring a positive outlook and a commitment to your success.
- Get proper rest, diet, and exercise, and begin each lesson refreshed and ready.
- Accentuate the positive in all aspects of your life. A positive outlook affects how you view every situation, and therefore the quality of that experience.
- Learning why things happen will help in grasping key concepts associated with flight.
- Be prepared and alert during all training events. Ask questions.
- Strive to improve your performance. Determine to be successful, and in the end, you will be.

Memory Aids

There is a tremendous amount of new information for which you will be responsible. Start working early to develop memory aids. From acronyms to flash cards, there are numerous methods that pilots have employed to assist them in keeping track of all the information they must be prepared to access on every flight.

Listening

- ⊕ Focus on what is being said. Avoid distractions created either by you or someone else.
- ⊕ When you are not absolutely clear on what you heard, ASK. *This single action can often prevent incidents or accidents and save lives.*
- ⊕ Phrases such as "This is important" or "Don't forget to…" indicate that *what you just heard is important, and you need to know it.*
- ⊕ Take notes. It is a very effective way of keeping track of what you just heard.

Study Tips

Establish and maintain a disciplined routine where studying for a predetermined number of hours each day takes place.

- ⊕ Stay focused and avoid interruptions. Take periodic breaks as needed.
- ⊕ Study when you are at your best. If your ideal time of the day is in the morning, do not wait until late at night to open the books.
- ⊕ Pay close attention to all notes, diagrams, and summaries.
- ⊕ Get organized. Cover the material in a systematic and logical order.
- ⊕ Review material you've studied. Repetition strengthens retention.

Tests

- ⊕ Do not cram for any test. No matter what you've heard or think, it's not effective.
- ⊕ Construct a list of what is going to be on the test. Study from this list.
- ⊕ Bring any equipment you need to conduct the test. Set the equipment out the night before to avoid rushing the next morning.

Obtaining Flight Clearance

⊕ Flight clearance to the BSU Aviation Training Center at KEWB is accessed through the BSU Connect Card by the Office of Student Accounts. Students MUST present the Connect Card at the Aviation Training Center or they will not be allowed to conduct training.

⊕ To gain flight clearance students must first register for a flight course, and then pay the student bill. Once the bill is satisfied the price of the aviation course will be posted to the student Connect Card as Aviation points. Students must clear the entire bill through Student Accounts before any funds are applied to the Connect Card Aviation balance.

⊕ Financial aid (as applicable) must appear in BANNER as approved or certified. Outside loans need to be recorded through the Financial Aid office. Promissory notes must be signed. Students who are not approved for financial aid will not receive a flight clearance. Aviation funds can only be placed on the connect card by the office of student accounts.

⊕ Aviation students cannot:
  o   Purchase Aviation points online or via Cash-to-Card machines.
  O   Use Flex points or Financial Aid flex points at the BSU Aviation Training Center.
  O   Use aviation points anywhere other than at the BSU aviation training center.

⊕ At the Training Center, students will swipe their card for a balance check prior to the training event. Following the activity they will swipe their Connect Card again to record the flight charge for the training event.

⊕ After receiving from Flight Operations that additional flight funds are needed, students must contact the office of student accounts to place additional funds on their ConnectCard.

⊕ Plan ahead: Processing payments for aviation training may require at least one full business day.

⊕ Any questions or concerns regarding the clearance process, billing or adding additional funds to your aviation balance can be directed to:
    Ellen Wood   508-531-1804   e1wood@bridgew.edu
    Student Accounts   (ext 1225)   Boyden Room 107   Fax: 508-531-6163

Enrollment Credit for Previous Training Experience

BSU Aviation may elect to issue training credit to a student enrolling in a 14 CFR Part 141 training course.

⊕ The Chief Flight Instructor will review the student's logbook to determine the amount of credit permitted for prior experience.

⊕ The student must complete and pass a Part 141 evaluation, oral, flight, or both and the results recorded in the student's training folder.

⊕ Students transferring from a Part 61 program may be credited not more than 25% of BSU's curriculum requirements based on previous experience and knowledge. A maximum of 50% course credit may be transferred from one Part 141 certificated school to BSU per 14 CFR 141.77. The Chief Flight Instructor will issue the approved credit and note it on the student's Flight Training Record.

⊕ Finally, the student's CFI then commences the student's training based on the approved credit.

Attendance

In accordance with 14 CFR Part 141 regulations require all students to complete specific syllabus items to be eligible for credit within each course of instruction.

Refer to the Aviation Science Policy and Procedures Manual online at http://www.bridgew.edu/Aviation/ for a detailed explanation of academic attendance requirements.

NOTE
Students completing make-up ground school work with a BSU CFI will be charged for the additional make-up work.

Unexcused Absence and No-Shows

Attendance and active participation is mandatory and failure to attend and/or participate in a scheduled event is considered an unexcused absence. Students are responsible for contacting their CFI (or Flight Operations, as appropriate) if there is any question whether the training event will take place.

An unexcused absence occurs when a student fails to check in on time and/or is unprepared to conduct the training event at the time the event is scheduled to begin. Examples include but are not limited to: failure to prepare assigned material (e.g. flight plan, weight and balance, flight briefing, etc.) or material to be covered during the lesson, or failure to possess required materials or equipment required to conduct the lesson.

Students must check in with Dispatch no later than 15 minutes prior to the scheduled start time of the event. An unexcused absence will result in the following:

⊕ Students will be charged for the full amount of a scheduled training event (e.g. dual Skyhawk flight lesson: 2.0 hrs instructional time @ $50.00/hr, plus 1.5 hrs aircraft time @ $137.00/hr, total $305.50).

⊕ An unexcused absence will be noted in the student's training record. A second occurrence during the flight course will result in the student and his/her CFI meeting with the Chief Instructor prior to their next event. A subsequent unexcused absences during the course will result in removal from the flight schedule for the remaining academic term. The student must complete the flight schedule registration process at the beginning of the next term to regain a place on the flight schedule. Loss of a flight block resulting from unexcused absences will not be considered during the registration period.

Students may appeal an unexcused absence within 48 hours of its occurrence by submitting a written explanation to the Chief Instructor or his/her designee. Appeals will be reviewed on a weekly basis and a written email response will be provided to the student.

Illness
The student must provide a written confirmation from a health care professional and provide it to their CFI at their next scheduled event.

Student Accounts

Students with questions about their financial accounts or needing to add, withdraw, etc. may contact the BSU Student Accounts Office at the following website:

http://www.bridgew.edu/StudentAccounts/

Training Funds Minimum Balance

Students may not start the next course of training unless he/she has the current published minimum amount required for the intended training course in his/her BSU student flight account.

Financial Grounding

If the student is unable to acquire the required funds, the Administrative Assistant will inform the Chief Instructor who will meet with the student to discuss options.

Lesson Specifics

Conduct and Expectations
All flight and ground training lessons shall begin and end with a pre and post flight briefing during which the CFI and student will review the outcome of the previous lesson and the goals and objectives of the current lesson. Students are expected to have reviewed the lesson content and objectives prior to arriving for each training event.

Completion of Dual & Solo Training Events
An invoice and documented grade will accompany each completed lesson. All invoices will be signed by the student and CFI, as appropriate.

Supplemental Ground Training and Billing
Supplemental ground training is available for students by assignment or request.

When multiple students receive ground training concurrently, each student will be assessed the full amount for the time training was provided.

Time Frames for Course Completion
Delays may be caused by inclement weather, maintenance, student and/or CFI illness, or other unforeseen factors. Students can maintain satisfactory training progress by completing three or more events per week throughout each academic semester. Any factors resulting in training delays shall be documented in the student training record. Any student experiencing training difficulties will have his/her situation reviewed by the Chief Instructor and/or his/her designee for a recommendation of appropriate corrective action.

Stage Checks

General Conduct
Stage checks are periodic, scheduled oral and flight exams conducted to determine whether the student's knowledge and proficiency have reached the desired level for their respective stage.

Students are expected to arrive for a stage check fully prepared, which includes being in possession of resources they may require to conduct the exam (manuals, charts, flight gear, etc.).

Attire
Appropriate attire consists of:
⊕ Dress shoes/boots with socks appropriate for the weather. No open-toed shoes or high heels.
⊕ Dress shirt w/tie for men, blouses for women (jackets optional).
⊕ Dress slacks/trousers.

Cancellations Due to Weather
It is the student's responsibility to determine weather conditions and make an informed go/no-go decision regarding any flight lesson, stage check, or FAA Practical Test.

The student always retains the option to cancel the event after consulting with the Check Instructor or FAA Examiner. The oral portion of the exam will be conducted as scheduled unless outside circumstances prevent this from happening. Pilot guidance for making the go/no-go decision may be found in Chapter 8 in this manual.

Failures
If a student fails either the oral or flight portion of the stage check, the student and her/his principal CFI will create a plan for corrective action and brief the Chief Instructor and/or his/her designee. Once the re-training is completed, the CFI will request that the student be submitted for a re-test. Any student failing a re-test of either the oral or flight portion of a stage check will meet with the Chief Instructor and/or his/her designee to discuss future considerations.

Stage Check Completion

All stage checks, all courses, must be completed within 60 days of the initial attempt. If the 60 days is exceeded, both the full stage check must be accomplished to include the oral and flight.

FAA Knowledge and Practical Tests

General

All required FAA Knowledge Tests are administered on campus, however, students may elect to take the exam at any FAA approved testing facility. Students must retain all official Knowledge Test results. Contact the FAA to replace lost results or obtain additional copies.

Knowledge Tests and Completion Deadline During Flight Training

FAA Knowledge Exam(s) are required:

Flight Course	Knowledge Test Deadline
Private	Prior to Stage II in the Flight course
Instrument	Prior to Stage II in the Flight course
Commercial	Prior to End-of-Course in the Flight course
CFI-A	Prior to End-of-Course in the Flight course
CFII	Prior to End-of-Course in the Flight course

The student will be removed from the training schedule if the required exam is not completed by the knowledge test deadline.

Practical Tests

Prior to the final lesson in any course of training, the student's CFI shall initiate the online IACRA application process. Following completion of the End-of-Course stage check, the Check Instructor conducting that final stage check submits the training record to the Chief Instructor and/or his/her designee for audit. Dispatch will schedule FAA Practical Tests for applicants.

Students needing to re-schedule a test due to illness or other circumstance must contact Dispatch to reschedule.

All Practical Tests for BSU flight training students shall be conducted in BSU aircraft.

FAA Practical Test Failures
- 1st Attempt: student and her/his principal CFI will meet with the Chief Instructor to review the examiner's Notice of Disapproval and discuss a corrective plan of action. CFI will request that the student be submitted for a re-test once re-training is completed.
- 2nd Attempt: student will meet with the Chief Instructor and the Director of Operations. The student will be counseled regarding a possible change of academic major and discontinuance of flight training with BSU Aviation.
- 3rd Attempt: student will be referred to the Dean of the Ricciardi College of Business with a recommendation for removal from the Aviation Science major.

Graduating or Withdrawal

Students wishing to withdraw from the BSU Aviation Program should meet first with their faculty advisor to discuss their situation. In the event of withdrawal from flight training the student shall also inform the Chief Instructor.

Refund Policy

Requests for financial credit for the unused flight training resources (e.g. instructor and aircraft) may be addressed in writing to the Director of Operations.

CFI Employment Application Process

Students who have completed the CFI-A course are eligible for employment at BSU. Interested students should schedule an appointment with the Chief Instructor to discuss opportunities.

Chapter 6
Flight Crews, Staff, and Students

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General

This section of the manual describes BSU Aviation policy concerning the conduct and responsibilities of all flight crews, staff, and students.

Professional Appearance

Uniform Wear (Flight Instruction Staff)
- Uniform shirts and outerwear as issued. For short-sleeved shirt, lower two buttons are to be closed, top button at neck left open. For long-sleeve button-down shirt, top button remains open, collar tab buttons closed.
- If worn, undershirt must be a white, black, or red/scarlet crew or v-neck.
- Tan khaki pants (no cargo, camo-type, or overly baggy/tight fit).
- Dark brown or black belt with standard belt buckle (no logos or oversize buckles).
- Dark brown or black shoes/boots with dark brown or black laces or clasps (no cowboy boots or open-toed shoes).

Appropriate Attire (All other staff and students)
- Shoes/boots with socks appropriate to weather conditions. No open-toed shoes.
- Collared shirt for men, blouses for women.
- Casual slacks/trousers (No shorts or athletic wear).
- Visible tattoos should be covered.
- Hair shall be neat and clean in appearance, styled to avoid interfering with performance of required duties.
- Multiple rings, bracelets, necklaces, body piercings are prohibited.
- Men who choose to have facial hair should keep it neat and clean.

BSU CFI Standardization class candidates
- Adhere to Stage Check attire and appearance standards as stated in Chapter 5 of this manual.

NOTE

A determination may be made to amend the dress code to accommodate higher temperatures experienced during the summer months. Such changes will be communicated via email to staff and students and will include the following changes:
1. Flight Instructors (Staff)
    a. Tan/Khaki shorts or capris may be worn but must not be overly tight or baggy. Length of shorts for men must be to the top of the knee, and for women no shorter than three inches above the knee.
2. Students
    a. Shorts or capris may be worn but must not be overly tight or baggy. Length of shorts for men must be to the top of the knee, and for women no shorter than three inches above the knee. Color and/or fabric may vary from tan/khaki.

Lost & Found

BSU is not responsible for any employee or student's lost, missing, or stolen personal or training related items. Lost & found items are to be turned in to Dispatch. If a person has lost or misplaced an item, notify Dispatch of the lost or misplaced item to determine if the item has been turned in or to alert the staff of the lost item.

Identification Badges

NOTE
Dispatch shall NOT release any flight training equipment without verifying that the student and staff possess and are properly wearing the required BSU ConnectCard.

Visitor badges are required for all guests and are obtained at Dispatch. Visitors MUST be escorted at all times when on property.

Flight Fitness/Readiness

There are many factors that can influence a pilot's readiness for flight. All personnel engaged in flight activities should incorporate sound Aeronautical Decision Making principles before taking on any flight duties.

Passengers

Passengers aboard BSU aircraft are bound by all BSU Aviation policies and procedures. The only persons authorized on BSU aircraft are:
  - ⊕ BSU Instructors.
  - ⊕ Enrolled BSU Aviation students.
  - ⊕ Designated flight examiners on board to conduct FAA check rides.
  - ⊕ Person(s) authorized by the Chief Instructor.
    - o Back seating at the discretion of the student and with the approval of the Pilot-In-Command

All passengers will be briefed by the student receiving instruction or PIC on the applicable policies and procedures relevant to the flight. Any violations will be addressed by the PIC and will be elevated to the Chief Instructor and/or his designee.

Communicating with Passengers During Flights
Passengers should be kept well informed and whenever possible informed in advance of any condition that warrants such an announcement (e.g. expected weather, delays, etc.).

Chapter 7
Ground Operations

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Pre-Flight Planning

Pilots shall perform all necessary pre-flight planning as specified in the appropriate aircraft Flight Standards Manual.
- Verify the assigned aircraft.
- Collect necessary weather data for the intended route of flight.
- For cross-country flights requiring a navigation log, complete any remaining elements.
- Complete the BSU Takeoff and Landing Data (TOLD) Card.
- Submit an aircraft Dispatch request/flight plan form prior to the scheduled flight departure time.
- Check for any discrepancies or open maintenance items in the aircraft record, verify the appropriate aircraft data, and ensure the aircraft complies with required inspections.
- File a VFR or IFR flight plan, as appropriate.
- Complete the Flight Risk Assessment Tool to assess the risks associated with the flight.
- SOLO FLIGHTS: For PPC students, the CFI is responsible for ensuring that the student has all required endorsements and, if applicable, a completed navigation log.

Pre-Flight Inspection

The pilot will perform the necessary pre-flight inspection as specified in the appropriate aircraft FSM. Immediately inform Dispatch of any discrepancies discovered during the pre-flight aircraft walk-around.

All aircraft equipment and systems shall be checked for proper operation applicable to the type of flight being conducted, especially after the aircraft returns from any maintenance action.

Cockpit Management

Pilots shall ensure that all materials and required equipment are arranged in an organized manner, and are readily available and operational.

WARNING
Pilots shall ensure that both pilot seats are securely latched in position and remain locked when the pilot applies full brake pressure on the toe pedals.

Engine Start

Flight crews shall perform the necessary Engine Start procedure as specified in the appropriate aircraft Flight Standards Manual.

- After engine start, the flight crew shall verify the operation of the internal communication system/headsets to ensure proper communications capability. The PIC shall call to the other flight crewmember **"How do you hear me"**? The non-flying pilot responds **"Loud and clear, how me"**? (as appropriate) and the PIC then responds **"Loud and clear."**
- The same challenge and response will take place for any passenger(s), if applicable.

Taxiing

Flight crews shall perform the necessary taxiing procedures as specified in the appropriate aircraft Flight Standards Manual.

⊕ When departing the main ramp area, request for taxi clearance shall be made once the aircraft reaches the yellow taxiway boundary line on taxiway Bravo, so as to afford the ground controller sight of the aircraft.

⊕ Personnel may not enter or exit the aircraft while the engine is running and/or the aircraft is in motion.

WARNING
Due to possible static discharge leading to an explosion and/or fire, pilots shall ensure separation of at least 20 feet between their aircraft and any fuel vehicle when taxiing.

Aircraft Lighting

BSU aircraft, when taking position, holding in position, or anytime on a runway, shall have all exterior lighting turned on.

Aircraft Repositioning

A qualified person must occupy a pilot seat.

General Procedures

⊕ Remain on established taxiways.
⊕ Taxi into and out of the ramp/parking areas at a speed not to exceed 10 knots.
⊕ Do not pass other aircraft unless directed to do so.
⊕ Follow instructions when a marshaller is present (see AIM for more information on ground marshaling and hand signals).
  o If in doubt as to the meaning of marshaling instructions, wingtip clearance, or any other risk factor, stop the aircraft, clarify the situation, and ensure safe operation before proceeding.

Aircraft Parking and Securing

Upon returning from any flight, return the aircraft to an available parking space.

NOTE
Pilots shall ensure their aircraft is properly parked, with the aircraft longitudinal axis aligned with and over the parking space centerline, and wing/tail tie-down eyelets in close enough proximity to the ground tie-down points to permit correct use of tie-down devices.

CAUTION
1. *Flight crews shall use the tow bar to reposition the aircraft. Pushing down on the empennage or tail surfaces is PROHIBITED.*
2. *Taxiing through a tie-down area is PROHIBITED.*

Post-Flight Inspection

- ⊕ During an interior and exterior walk-around visual inspection, pilots should direct attention to visible discrepancies such as tire pressure or wear, panels, fluid leaks, etc. Notify Dispatch of any/all discrepancies. Make a final check of the aircraft can to verify that all required paperwork has been completed.

Chapter 8
Safety Procedures and Practices

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General

The following Safety Procedures and Practices pertain to the operation of all aircraft used by BSU Aviation in the conduct of ground and/or flight operations. Pilots shall be in possession of and be proficient with all BSU Normal and Emergency procedure checklists provided for the type of aircraft to be flown.

Weather Minimums: Dual and Solo Flights

Pilots shall only conduct operations appropriate to the privileges and limitations of their certificate/rating course of instruction. According to the information below:

NOTE
Any deviation from published Weather Minimums shall be approved by the Chief Flight Instructor and/or his/her designee prior to departure.

CONDITIONS	CEILING (AGL)	VISIBILITY (SM)
VFR DAY DUAL		
Pattern Operations	1800 ft.	3 Miles
Local (Within 25 NM)	2500 ft.	5 Miles
Cross Country	3000 ft.	10 Miles
VFR DAY SOLO		
STUDENT PILOT		
Pattern Operations	1800 ft.	5 Miles
Local (Within 25 NM)	2500 ft.	10 Miles
Cross Country	3000 ft.	10 Miles
PVT PILOT CERTIFICATE OR HIGHER		
Pattern Operations	1800 ft.	5 Miles
Local (Within 25 NM)	2500 ft.	7 Miles
Cross Country	3000 ft.	10 Miles
SPIN TRAINING		
Spin Training (Practice Area)	5000 ft.	5 Miles
Minimum Altitude to Complete Recovery		3000 ft AGL

CONDITIONS	CEILING (AGL)	VISIBILITY (SM)
VFR NIGHT DUAL		
Pattern Operations	1800 ft.	3 Miles
Local (Within 25 NM)	2500 ft.	7 Miles
Cross Country	3000 ft.	10 Miles
VFR NIGHT SOLO	BSU Student Pilots: **SOLO Night Flights NOT AUTHORIZED**	
Pattern Operations	1800 ft.	5 Miles
Local (Within 25 NM)	2500 ft.	7 Miles
Cross Country	3000 ft.	10 Miles

IFR DAY DUAL — Reported and forecast ceiling and visibility shall be sufficient for completing an instrument or visual approach and landing at the departure airport. The minimums at takeoff shall be at least the lowest minimums on an *operating* approach for the current weather conditions at the departure airport. In addition, the following minimums shall apply:

IFR DAY SOLO	1000 ft.	2 Miles
(Reported and/or forecast for 1 hour before/after departure)		
IFR NIGHT DUAL	500 ft.	1 Mile
IFR NIGHT SOLO	1000 ft.	2 Miles

Circling Approaches

Circling approaches at night are not authorized when weather conditions are less than 1000' ceiling and/or 3 miles visibility. During daylight operations circling approaches may be conducted to the published minimums.

Wind Restrictions

Maximum Demonstrated Crosswind Components

Cessna 172……………………………………..15 knots
PA-28R-200………………………………………17 knots
PA-34-200………………………………………...13 knots

Maximum Surface Winds (including gusts)

Cessna 172……………………………………..30 knots
PA-28R-200………………………………………30 knots
PA-34-200………………………………………...30 knots

Maximum Tailwind

Cessna 172……………………………………..10 knots
PA-28R-200………………………………………10 knots

Additional Wind Restrictions: Solo Operations
All Flight Instructors shall enter appropriate wind restrictions in PPC student logbooks prior to any solo flight. *Maximum entry for surface winds will be 20 knots and the maximum crosswind component will be 10 knots.* Maximum gust factor allowed is 10 knots.

Other Weather Restrictions
No flights shall be flown through areas of reported severe turbulence.

No flights shall be flown through an area of known icing or if an AIRMET has been issued for icing that covers any portion of the route and/or altitude of the flight.

No flights shall be flown in the area of a Convective SIGMET. *All thunderstorms shall be avoided by a margin consistent with safety.* All severe thunderstorms should be avoided by at least 20 nautical miles.

Stabilized Approach Policy

A stabilized approach means the aircraft is in the landing configuration, maintaining proper approach speed and power setting, established on the proper flight path, and maintaining an appropriate descent rate before descending below the minimum stabilized approach height.

IFR Stabilized Approach (Actual or Simulated)
Approximately 700 FPM is the maximum allowable for a stabilized approach inside the FAF. Descent rates consistently exceeding 800 FPM warrant consideration of a missed approach.
- Reported ceiling ≥1,000' and visibility ≥3 SM, aircraft stabilized prior to 500' AGL.
- Reported ceiling < 1,000' or visibility < 3 miles, aircraft stabilized prior to descending below DA or MDA.

VFR Stabilized Approach
Approximately 700 FPM is the maximum allowable for a stabilized approach once established on final approach. Descent rates consistently exceeding 1000 FPM warrant consideration of a go-around.
- Normal/Short-Field Approach: must be stabilized before descending below 300' AGL.
- Power-Off Accuracy: Consistent with safe operating procedures.

WARNING
Pilots shall not allow any approach (VR or IR) to be flown consistently below the glidepath.

Engine Starting

Before the aircraft is started, position it safely so that the prop-wash is directed away from personnel, hangars, windows, etc. and the aircraft can be safely and adequately maneuvered under power. Ensure a proper outside check is made to ensure that no person is in close proximity to the aircraft. Aircraft engines shall not be started when the aircraft is inside a hangar or when the prop wash will be directed through open hangar doors.

Just prior to engine start, call out "CLEAR" or "CLEAR PROP" loudly and clearly, wait momentarily, checking the immediate vicinity left, ahead of, right, and behind the airplane before engaging the starter.

Avoid over-priming the engine before starting as this may cause an induction system fire during engine start.

Taxiing

The primary requirement of safe taxiing is positive control, defined as: The ability to stop or turn the aircraft where and when desired. The taxiing speed should be such that when the throttle is closed, the airplane may be stopped promptly. While taxiing, clearance from all obstructions and other aircraft shall be ensured. Pilots are reminded to consider the possibility of brake failure at any stage.

CAUTION
Flight crews shall minimize "head down" time and avoid cockpit distractions during taxi operations.

Fire Precautions and Procedures

During cold weather operations, the manufacturer's cold starting procedure shall be used while starting a BSU aircraft. If an engine, electrical, or other type of aircraft fire is suspected during start, the aircraft manufacturer's procedure shall be used.

Fire extinguishers are located on the ramp fences, and on all fuel service vehicles. A fire extinguisher may be installed in the aircraft.

First Aid Kits are located aboard the aircraft and inside the BSU Flight Training Center.

Unprogrammed Landing Procedures

Except for water landings, DO NOT DEPART from the landing site.
- ⊕ Ensure the safety of the occupants.
- ⊕ Secure the aircraft, if applicable.
- ⊕ Contact Emergency services (911) if situation warrants.
- ⊕ Advise BSU Dispatch at (508) 531-1476 of all occupants' condition, the aircraft location/condition, and any additional information relevant to the situation. DO NOT ATTEMPT TO FLY THE AIRCRAFT.
- ⊕ Instructions will be provided for the flight crew to ensure their safety.

Overdue Aircraft

A BSU aircraft is considered overdue when it is more than 30 minutes late to its destination. Reference the current Emergency Response Plan Manual for further details.

Aircraft Discrepancies

For any aircraft discrepancy, crews should reference the appropriate FSM for further guidance.
Minimum Required Descriptive Elements
- **Component Description:** Must provide specific descriptive detail adequate to immediately identify affected component.
  - Example (unacceptable): "Tach inop."
    - Description is vague and could refer to one or more components of the Tachometer.
  - Example (acceptable): "Hour counter on tachometer inop."
    - This description immediately identifies the affected component.
- **Component Location:** Must provide precise location of affected component.
  - Example (unacceptable): "Static wick missing, left wing."
    - With multiple static wicks on each wing, the description is imprecise.
  - Example (acceptable): "Static wick missing, left wing, nearest to wingtip."
    - Description precisely identifies the location of the affected component.
- **Aircraft Configuration When Component Malfunction Was Noted:** Must provide a concise description of the aircraft's condition at the time the affected component was observed.
  - Example (unacceptable): "Vacuum gage out of normal range during taxi."
    - The description provides almost no information about the aircraft as it was configured when the component problem was noted.
  - Example (acceptable): "Vacuum gage showing 5.5, above normal range during taxi with throttle set between idle (800 RPM) and 1000 RPM."
- **Steps Taken By Flight Crew To Identify Problem:** Crew must have attempted to troubleshoot the problem component so that MX knows what has already been observed.
  - Example (unacceptable): "Comm 1 scratchy during flight."
    - This description provides no explanation.
  - Example (acceptable): "Comm 1 transmission contains excessive static when attempted from either pilot station, both with and without Comm 2 in monitoring mode. Condition consistent on 121.9, 123.5, 118.1, and 123.67 during ground and flight ops. Comm 2 remained clear throughout all configurations."

NOTE
Aircraft with open discrepancies will not be dispatched until discrepancy has been cleared by the Director of Maintenance

Securing Aircraft

In addition to post-flight checklist items, secure the straps tightly, and use a wind-knot to secure the remaining length of strap and keep it off the ground. Ensure the cabin is clean and free of any debris (charts, pens/pencils, flight gear, etc.). Ensure all doors, windows, and vents are closed and locked.

CAUTION
BSU aircraft shall be secured when unattended for any reason.

Fueling Procedures

- Aircraft fuel requirements shall be determined by the oncoming flight crew.
- Fuel tank quantities shall be verified using a dipstick.
- During non-local refueling operations a BSU pilot shall be in attendance to ensure loading of the correct type and quantity of fuel.
- Pilots shall check for fuel contamination after refueling.

WARNING
Fueling a BSU aircraft with personnel aboard is PROHIBITED.
Aircraft fueling during thunderstorms is PROHIBITED.

Fuel Reserve Requirements

Visual Meteorological Conditions (VMC)

No flight crew may begin a day or night flight in a BSU aircraft under VFR unless there is enough fuel to fly to the first point of intended landing:
- Fly after that for at least 1 hour at normal cruising speed.

Instrument Meteorological Conditions (IMC)

No flight crew may operate a BSU aircraft in IFR conditions unless it carries enough fuel to:
- Complete the flight to the first airport of intended landing.
- Fly from that airport to the alternate airport (if applicable); and
- Fly after that for at least 1 hour at normal cruising speed.

Minimum Altitude Limitations

The minimum altitudes to be flown for all normal operations at BSU shall be in accordance with 14 CFR 91.119 and 91.159. For IFR flights, pilots shall comply with 14 CFR 91.177 & 91.179.

Simulated emergency approach and landing operations shall only be conducted during dual instructional flights, and shall be performed in accordance with the appropriate BSU FSM. During simulated emergency landings at locations other than approved public-use airports, a go-around shall be executed such that the aircraft does not descend below 500' AGL. Flight crews shall avoid operating over populated areas.

Spins in BSU aircraft shall only be executed with a BSU CFI aboard. Consult the appropriate FSM, Pilot's Operating Handbook/Airplane Flight Manual, or FAA Airman Certification Standards or Practical Test Standards.

Practice Area Communications and Description

All BSU flights shall use frequency 123.50 when entering, maneuvering in, or exiting the practice areas (includes transit to another practice area). State the practice area in which the aircraft is operating, aircraft type, tail number/call sign, position (cardinal direction and distance in NM) relative to established reporting points/landmarks, altitude, and general type of operation being conducted.

Aircraft within Class B, C or D airspace or under the control of Approach or Departure should monitor the practice frequency and provide position reports on a workload-permitting basis. See Chapter 11 of the manual for Practice Area descriptions as required by 14 CFR 141.93.

Monitoring of Emergency Frequency

BSU flight crews shall set and monitor 121.5 in the COMM 2 active frequency whenever possible.

Chapter 9
Emergency Procedures

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General

This chapter outlines basic responses in emergency situations. Reference the BSU Emergency Response Plan for student and staff actions following an emergency.

WARNING
In any emergency situation, the FIRST AND ONLY PRIORITY IS THE SAFETY OF AFFECTED PERSONNEL.

In-Flight Emergency
There is no limitation as to what is defined as an emergency situation. A flight crew can declare an emergency at any time for any reason. A declaration of an emergency does not necessarily mean there is one. It is the flight crew's way of accessing all the available resources from Air Traffic Control and anyone else on the ground to assist in bringing the aircraft down safely.

Medical Emergencies
If there is any doubt, the pilot(s) should treat an in-flight medical situation as an emergency. If necessary, deviate from applicable 14 CFRs to meet the needs of the situation. Correct response to an urgent medical condition (e.g.: heart attack) would be:
- ⊕ Immediately inform ATC and/or Dispatch of the situation.
- ⊕ Request medical assistance to be available on landing.
- ⊕ Land at the nearest suitable airport.

Immediate Actions
An immediate action is an action that must be accomplished so expeditiously that time is not available for a pilot to refer to a procedural manual or checklist.

Immediate action items are only those actions required to stabilize the situation.

First Aid Kits and Fire Extinguishers
BSU aircraft are equipped with a First Aid kit and fire extinguisher. Pilots shall ensure that both are aboard and ready for use. Notify Dispatch if a replacement is required.

WARNING
Discharging a fire extinguisher in the aircraft cabin can be dangerous.   **Do so only in an emergency situation and ventilate the cabin as soon as practical.**

CAUTION
Tampering with or any unauthorized use of the contents of First Aid kit or fire extinguisher is PROHIBITED.

Overdue Aircraft

Any time an aircraft has not amended its ETA and is more than 30 minutes overdue at its destination, personnel shall address the situation as an emergency. Refer to the BSU Emergency Response Plan Manal for specific handling procedures for these situations.

Pilot Duties and Responsibilities

Duty Assignments/Emergencies
All pilots shall remain knowledgeable and proficient in the use of emergency equipment and procedures: as per 14 CFRs, AIM, and ERP.

Pilot-In-Command
- ⊕ The PIC's primary responsibility is to manage the overall conduct and safety of the flight. The PIC may direct another pilot or passenger(s) to assist, as required.
- ⊕ The PIC shall notify all occupants regarding the emergency and any special instructions (bracing, evacuation plan after touchdown, etc.).

Emergency Authority

Pilot-In-Command
Per 14 CFR Part 91.3, the PIC shall take any action that he/she deems necessary to meet the conditions of an emergency and ensure the safety of flight. He/she may deviate from published operational procedures and policies and from appropriate 14 CFRs as necessary.

Communications and Crew Coordination

Pilots
The PIC shall, to the degree possible, ensure that ATC and BSU Dispatch are kept informed of the emergency situation. The PIC shall contact Dispatch and the Chief Instructor and/or his/her designee as soon as practicable after landing.

Reporting
For any situation that requires a declaration of an emergency and/or deviation by the PIC from the 14 CFRs shall, upon request:
- ⊕ Submit a written report to the Chief Instructor within 24 hours of the event or as soon as practical.
- ⊕ Meet with the Chief Instructor to review the report for accuracy and completeness.
- ⊕ Verify the final report was submitted by the Chief Instructor to the FAA within 10 days after the event.

Lost Communication
If a pilot loses voice communication with ATC, attempt alternative methods of re-establishing communication with ATC, including FSS, use of VOR frequency to receive instructions, or any other method deemed appropriate for the situation. Adhere to the provisions of 14 CFR 91.185:

⊕ **VFR –** Land as soon as practicable at a suitable airport. Utilize light gun signals per 14 CFR 91.125 if applicable.

⊕ **IFR –** Adhere to route, altitude, and clearance limit provisions of 14 CFR 91.185 and the Aeronautical Information Manual.

Emergency Landing or Ditching

Crew Duties and Coordination

In the event of an emergency landing or planned ditching maneuver, BSU pilots shall adhere to the procedures provided in the appropriate Flight Standards Manual for the aircraft being flown. The PIC shall be responsible for coordinating preparations and establishing aircraft evacuation procedures.

Survival

Any time an aircraft is overdue, missing or sends a radio distress call, the National Search and Rescue Plan is activated. The U.S. Coast Guard is responsible for all maritime rescues and the U.S. Air Force is responsible for inland rescues.

Survival often depends on the ability to overcome stress, provide effective leadership, and function effectively as individuals and as a team. Rescue procedures can take anywhere from hours to days. Aircraft occupants may be required to survive in the elements with minimal resources. Whenever away from the aircraft, follow these survival guidelines:

General Survival Guidelines

⊕ Stay near the aircraft and organize the group. Account for all personnel.

⊕ Assess and address physical injuries in order of severity.

⊕ Delegate and assign specific duties such as collecting food, gathering firewood, looking for a water supply, looking for shelter, and designating a sanitation area. Use aircraft resources for shelter, if possible.

⊕ Inventory all usable emergency equipment.

⊕ Organize signaling devices. Include ELT or fires.

⊕ Locating or creating a viable water source is a high priority. The human body can only function at limited capacity without it, and will succumb to dehydration within 2 – 3 days (though the person will likely be unable to function for a portion of that time as the body becomes more dehydrated).

⊕ Establish procedures to ration food and water.
   o Do not drink water from a fire extinguisher (it contains antifreeze).
   o When searching for water, consider collecting dew off the aircraft or local plant life. Also keep in mind that animal trails may lead to water.
   o Purify water before consumption by boiling (5 minutes, minimum) or by other methods, if available.
   o If possible, consume water about the same temperature as your body.
   o Do NOT eat snow, as it lowers the body's core temperature.
   o Drink plenty of fluids, even if you don't feel thirsty. Thirst is the body's physical alert that fluid is necessary and that it should be getting them sooner.

- ⊕ Build a fire:
    - o Fire provides light, warmth, protection from wildlife, and a signal to overflying search and rescue aircraft.
    - o Position materials to be burned so that plenty of oxygen can feed the fire. For warming purposes, several small fires are more effective than one large fire.
    - o Use to boil water for purification

In cold weather conditions:
- ⊕ Cover the head and extremities, if possible.
- ⊕ Huddle together for warmth.
- ⊕ Be alert for hypothermia.
- ⊕ Avoid overexertion. Perspiration inside the clothing lowers effective insulation and core body temperature. Loosen tight clothing to maintain good circulation and breathability.

In hot weather conditions:
- ⊕ Remain in shade. Stay under shelter during the day. In a sandy environment, scrape away at least 6 in. of sand to take advantage of cooler ground temperatures.
- ⊕ Limit physical activity to the degree possible, and work at night, if possible.
- ⊕ Wear clothing to retain sweat. Keep head, body and back of neck covered.
- ⊕ Be alert for heat-related illnesses, including mental effects that impact judgment and can lead to poor decision making, which can decrease the likelihood of survival.

Before Leaving the Scene
Refer to the BSU Emergency Response Plan for student and staff responsibilities at the scene of an incident or accident.

CAUTION
1. *Pilots involved in an accident or incident have just endured a significant psychological trauma, and are to avoid providing interviews or answering questions from the media.*
2. *Any BSU pilot involved in an aircraft incident or accident is grounded. Flight status reinstatement must be approved by the Chief Instructor and/or his/her designee*

Interviews / Statements

News Media
Do not make any statements to either the public or press in relation to the incident/accident. Refer all questions to BSU Campus Police and/or the BSU Media Line (508-531-1756). Refer to the Emergency Response Plan Manual.

U.S. Government Authorities
- ⊕ BSU pilots are entitled to appropriate representation during any post-incident/accident interview with either the NTSB or the FAA.
- ⊕ NO BSU pilot should make *any* verbal statements or permit themselves to be interviewed until representation is available from Aviation Operations management.
- ⊕ All pilot statements must be submitted to the Chief Instructor and/or his/her designee, who will in turn supply copies to the FAA.

⊕ BSU pilots shall comply with reasonable requests from regulatory authorities, law enforcement officials, or NTSB investigators. Present the following for inspection, but do not relinquish:
  o Pilot Certificate
  o Medical Certificate
  o Flight documents
  o Aircraft documents (e.g.: log book, airworthiness certificate)
⊕ BSU Aviation management will coordinate the delivery of all pertinent documents to the regulatory authorities, law enforcement officials, or NTSB investigators.

Interception Procedures

Refer to AIM Chapter 5. Refer to the DC Special Flight Rules Course for more guidance.

Chapter 10
Weather Information and Flight Planning

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General

All BSU aircraft must be released by Dispatch. Workload permitting, the on-duty dispatcher shall provide pilots with any information that may affect the proposed flight, including but not limited to known airspace restrictions, current and expected weather, and any known or expected navigational irregularities that may affect the safety of the flight.

NOTE
The PIC is ultimately responsible for proper flight planning and for making an appropriate Go/No-Go decision.

Weather Analysis in Flight Planning

Refer to Chapter 8 for flight planning considerations.

Required Reports to Dispatch

The PIC shall ensure that Dispatch is immediately notified any time unforeseen or hazardous weather conditions are encountered that will or may affect the safety of the flight and/or other BSU flight events. Contact Dispatch as soon as practical via radio or telephone. Examples include, but are not limited to:

- Severe or Extreme Turbulence: Any BSU pilot encountering severe or extreme turbulence shall take any measure necessary to ensure the safety of the flight. Upon landing, notify Dispatch and provide a PIREP. Dispatch will coordinate with Maintenance to determine if inspection is required.
- Severe Icing: Pilots encountering severe icing shall inform Dispatch as soon as practical. The report shall include the nature and location (including altitude and position) of the conditions and any actions taken by the pilot.

Hydroplaning

Preventive Measures
- Land at minimum possible speed.
- Maintain directional control and runway alignment (on approach and flare).
- Brake judiciously and only after the landing gear tires have spun up to rolling speed. Do NOT lock the brakes.
- Touchdown firmly to plant the wheels on the runway surface.

Thunderstorm Avoidance Policy and Procedure

BSU aircraft shall not attempt takeoff or landing when a thunderstorm is over or in the vicinity of the airport or is on the departure path or final approach path.

Runway Conditions

BSU pilots shall not attempt to takeoff or land when braking action is reported as "poor" or "nil."

Pilot report of runway braking action	Description	Runway condition code (RWYCC)
N/A		6
GOOD	Braking deceleration is normal for the wheel braking effort applied AND directional control is normal	5
GOOD TO MEDIUM	Braking deceleration OR directional control is between good and medium	4
MEDIUM	Braking deceleration is noticeably reduced for the wheel braking effort applied OR directional control is noticeably reduced	3
MEDIUM TO POOR	Braking deceleration OR directional control is between medium and poor	2
POOR	Braking deceleration is significantly reduced for the wheel braking effort applied OR directional control is significantly reduced	1
LESS THAN POOR	Braking deceleration is minimal to non-existent for the wheel braking effort applied OR directional control is uncertain	0

Cross-Country Flights

Students conducting a cross-country flight shall plan cross-country routes to two (2) separate destinations to avoid adverse weather along one of the desired routes. Failure to do so and subsequent cancelation of a flight that could have been conducted may result in a no-show assessment in the student training record.

Selecting Routes
Students and their CFIs may select any U.S. civil-use airport.

NOTE
Failure to properly select a route that meets applicable Part 61 or 141 requirements shall result in the lesson being conducted again at student expense.

Solo Cross-Country Requirements for Aircraft Release

A student preparing to fly solo cross-country must present the following to her/his CFI:

- PPC Students
  - Weather brief for the entire route.
  - Completed flight plan (at Dispatch) and navigation log for all flight legs.
  - Current government-issued photo ID, FAA Medical, and Student Pilot Certificate.
  - Proper log book endorsements.
- All Others
  - Weather brief for the entire route.
  - Completed flight plan (at Dispatch) and navigation log for all flight legs.
  - Current government-issued photo ID, FAA Medical, and Pilot Certificate.

NOTE
All solo flights beyond 50NM from KEWB must file, open, and close a flight plan with FSS for all legs of the flight.

Cross-Country Flights Unable to Return due to Weather

If a flight is delayed or diverted due to en route weather and the pilot is unable to return to KEWB as scheduled, the pilot shall notify Dispatch as soon as possible. University credit cards will not be used for meals, lodging, or other personal reasons.

Over Water Operations

BSU aircraft are not authorized to conduct extended over water operations. Common ATC vectoring for instrument approaches to and around coastal airports (e.g. approaches into Martha's Vineyard) are not considered extended over water operations.

Contingency Planning

Develop plans to deal with emergencies such as engine failure or other malfunctions. Thoroughly review the anticipated route of flight, paying particular attention to potential landing sites (on or off-airport). Maintain situational awareness of high terrain at all times. Follow ODPs where available.

Chapter 11
ProCard Usage and Practice Areas

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| NOTE |
| --- |
| BSU pilots must receive prior authorization for flights greater than 400 NM from KEWB. |

ProCard Usage

BSU pilots are provided with a University credit card that must be signed out at Dispatch prior to departure. The credit card is to be used *exclusively* for fuel and landing fees. Receipt(s) and the credit card must be returned immediately upon return to the BSU Aviation Training Center. Failure to produce a receipt could result in the student reimbursing the University

Practice Areas

Flight training lessons will normally take place within the boundaries of the, ALPHA, BRAVO, CHARLIE, and DELTA practice areas.

New Bedford Practice Areas
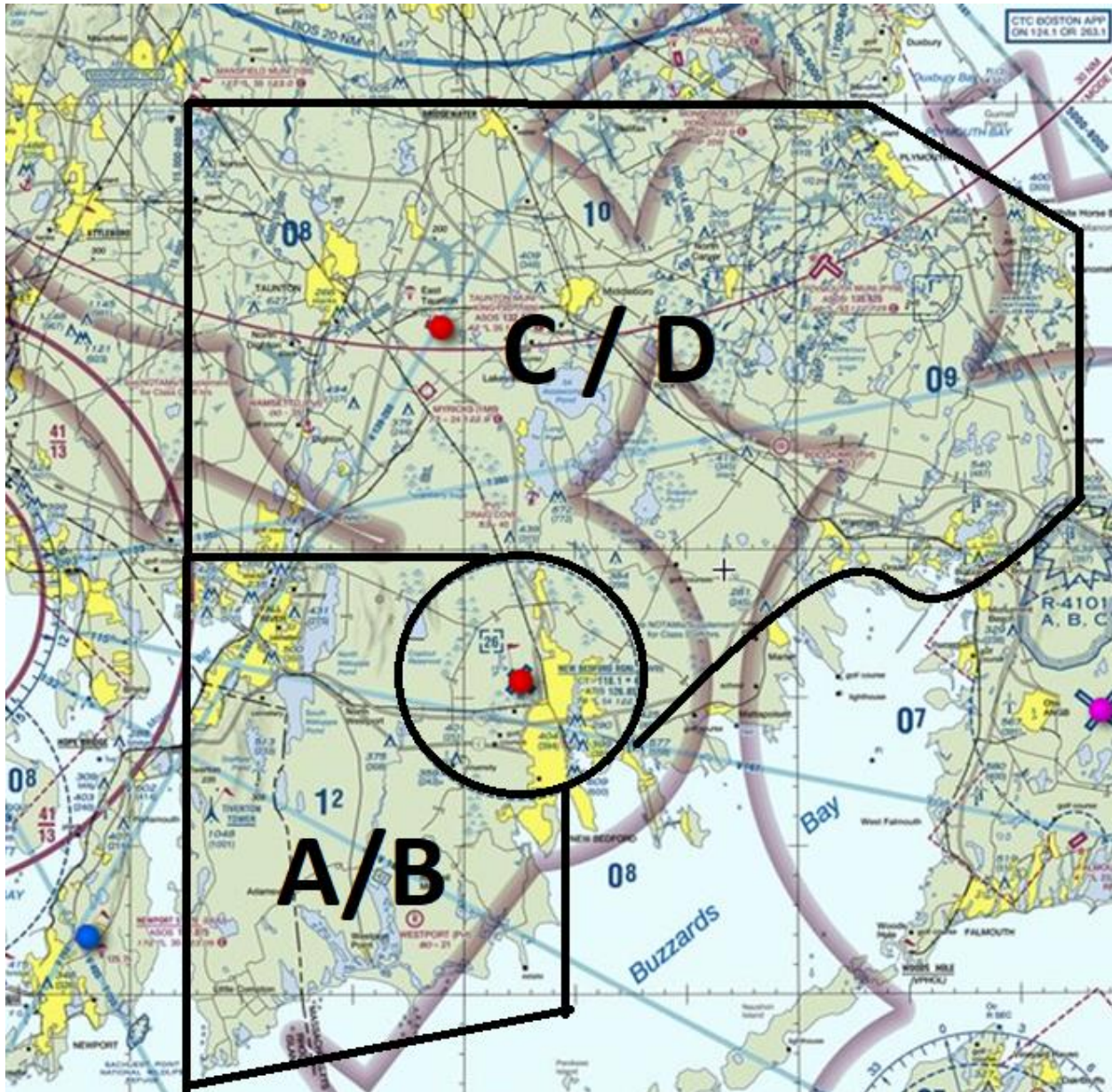
Prominent Position Reporting Points

ALPHA/BRAVO Practice Area

A. Quicksand Pond
B. West Branch Westport River
C. East Branch Westport River
D. Slocum's River
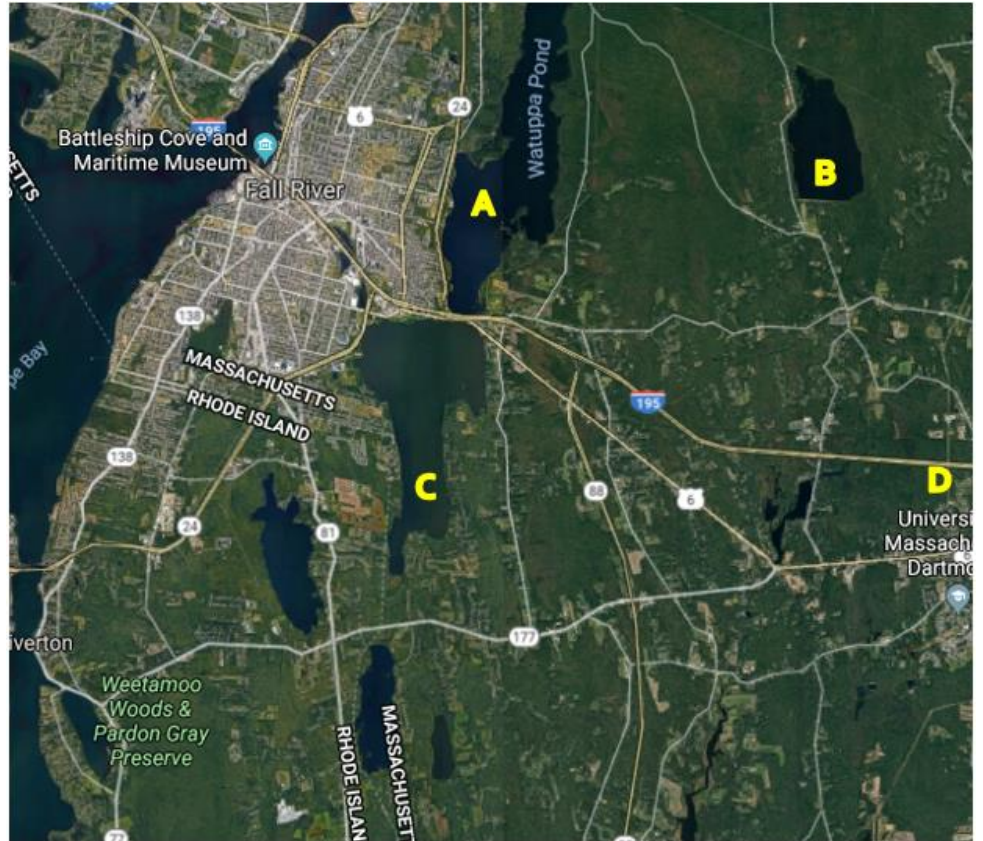E. South Shore Beach
F. Horseneck Beach
G. Gooseberry Island

ALPHA/BRAVO Practice Area (cont)

A. Tiverton Tower
B. Fogland Beach
C. Watson Reservoir
D. Sakonnet River
E. Sakonnet Point

ALPHA/BRAVO Practice Area (cont)

A. North Watuppa Pond
B. Copicut Reservoir
C. South Watuppa Pond
D. UMass Dartmouth

CHARLIE/DELTA Practice Area

A. Bridgewater Prison
B. I-495
C. Route 44
D. Middleborough
E. Taunton Airport
F. Myricks Airport
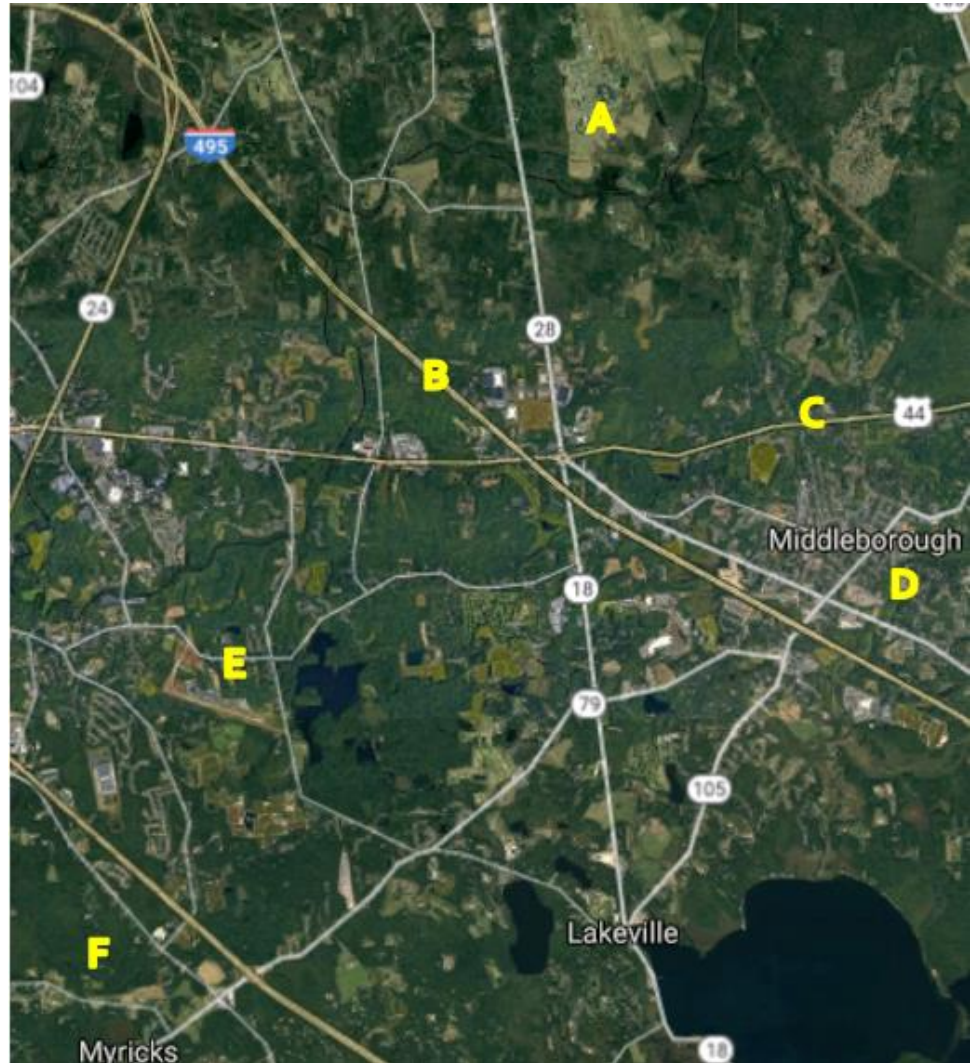
CHARLIE/DELTA Practice Area (cont)

A. Assawompset Pond
B. Route 140
C. Long Pond
D. Great Quitticas Pond
E. Snipatuit Pond

A. SEMASS
B. Wareham Crossing
C. Wareham River
D. Marion Harbor
E. Mattapoisett Harbor

Chapter 12
Inclement Weather Operations

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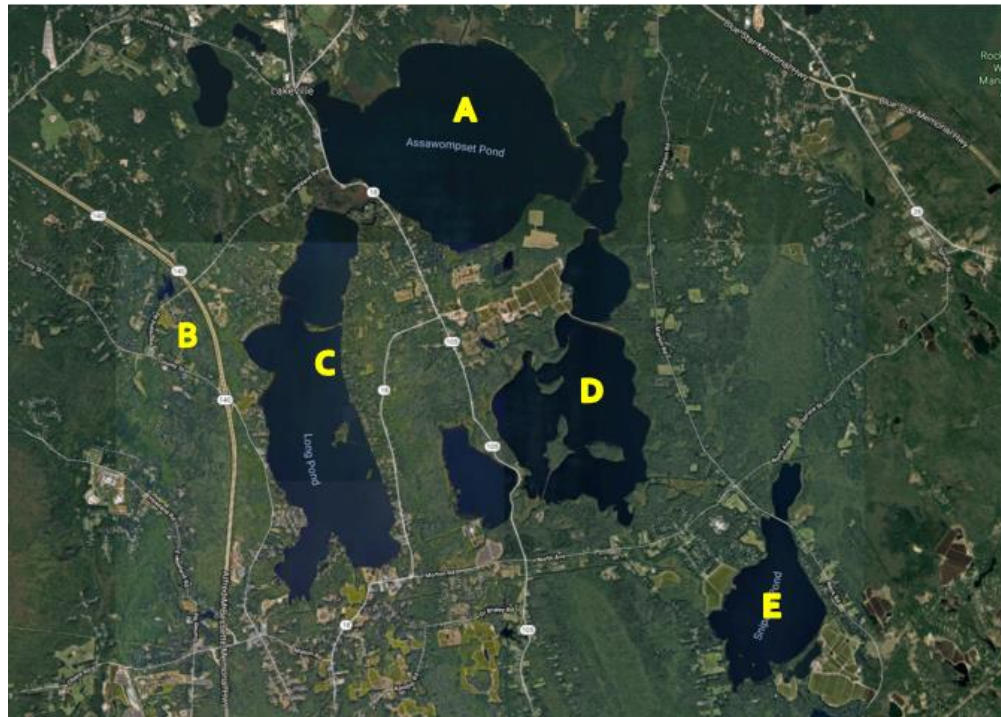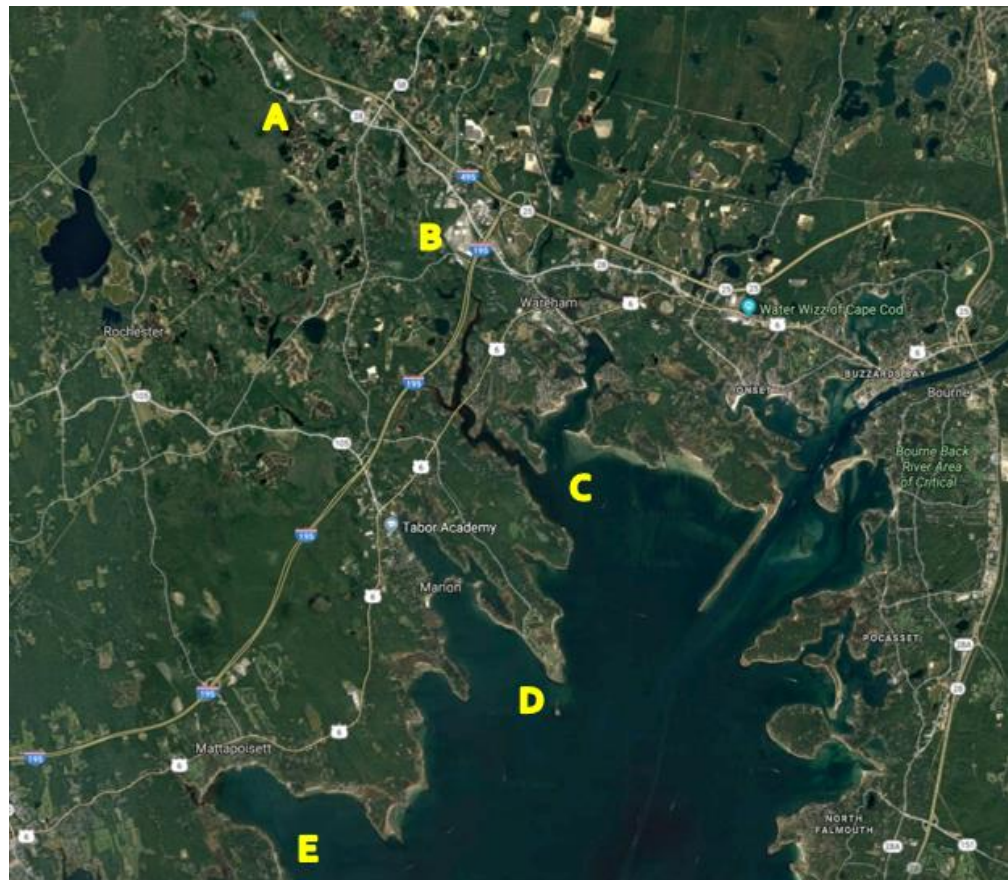
General

The chapter provides guidance to management, flight crews, Dispatch, and Maintenance personnel for operations conducted during inclement weather to include aircraft preparation and ground operations. BSU Flight Operations strictly follow aircraft manufacturer recommendations and protocols for proper aircraft operation. Inclement weather operations apply to all operations conducted in Bridgewater State University (BSU) aircraft, and includes:
  - Policy and procedure for inclement weather including, but not limited to, high wind conditions, hurricanes, blizzards, and cold weather
  - Proper procedure for usage of the aircraft wing covers
  - Proper procedure for usage of the engine preheating

High Wind Conditions

The procedures below apply to conditions where the wind, either gusting or sustained, has met, will meet, or has exceeded 40 knots according to either forecasts or current reported weather obtained the most recent METAR, ASOS or ATIS report.

Procedure
1. Dispatch will give all aircraft keys to an available CFI or staff member.
2. The CFI/staff member will inspect the tie downs for each of the aircraft to ensure they are taut and properly knotted.
3. The cowl plugs will be removed and stowed in the baggage compartment of the aircraft.
4. Gust locks will be installed on all aircraft.
5. The fuel sump bucket will be removed from the ramp and placed in the back-garage bay.
6. All aircraft keys will be returned to dispatch. Dispatch will note in the dispatch log that the procedure has been executed.

Hurricanes

The procedures below apply to all category hurricanes. Due to the unpredictable nature of the hurricane's path, weather reports and storm tracking will be imperative to the decision-making process to execute the best course of action.

Procedure
1. Dispatch will notify via email the Chief Instructor, Assistant Chief Instructor, and Safety Officer when a hurricane is forecasted to impact the southern New England area. The notification should include relevant information about the hurricane including a link to the source of information used (i.e. NOAA, weather.com, Weather Underground, etc.)
2. Based on the projected impact of the hurricane, the staff noted prior will make the determination whether moving the aircraft to a hangar would be the best option. If putting the aircraft in a hangar is deemed the best option, dispatch along with the Business Manager will oversee locating an appropriate hangar with space available for as much of

3. the fleet as possible. All attempts should be made to hangar the aircraft at the New Bedford airport.
    a. If it is determined hangar space is not needed or is unavailable, the procedure for high wind conditions will be followed.
4. The day prior to the hurricane's forecasted landfall, the staff mentioned prior will review the predicted landfall location.
    a. If it will be a direct impact on the New Bedford airport, the aircraft will be relocated to the hangar by available CFIs.
    b. If the hurricane track will not directly impact the New Bedford airport, the hangar space may be canceled and the procedures for excess high wind conditions will be utilized.
5. In addition to preparing the aircraft for the hurricane, the staff will also periodically check the New Bedford/Dartmouth school system for any potential closures based on the storm. The BSU Inclement Weather policy will be followed for appropriate closures and notification procedures.
6. After the hurricane has safely left the New Bedford airport area, dispatch will coordinate the return of the fleet as soon as practicable to accommodate the next available student blocks.

Blizzards

The procedures below apply to blizzard conditions which is defined by the National Weather Service as "a severe snow storm characterized by strong winds causing blowing snow that results in low visibilities."

Procedure
1. Dispatch will notify via email the Chief Instructor, Assistant Chief Instructor, and Safety Officer when a blizzard is forecasted to impact the southern New England area. The notification should include relevant information about the blizzard including a link to the source of information used (i.e. NOAA, weather.com, Weather Underground, etc.)
2. Based on the projected impact of the blizzard, the staff noted prior will make the determination whether moving the aircraft to a hangar would be the best option. If putting the aircraft in a hangar is deemed the best option, dispatch along with the Business Manager will oversee relocating an appropriate hangar with space available for as much of the fleet as possible. All attempts should be made to hangar the aircraft at the New Bedford airport.
    a. If it is determined hangar space is not needed or is unavailable, the fleet will be rearranged to all be on the middle two rows in order to allow for more efficient clean-up after the blizzard.
3. In addition to preparing the aircraft for the blizzard, the staff will also periodically check the New Bedford/Dartmouth school system for any potential closures based on the storm.

The BSU Inclement Weather policy will be followed for appropriate closures and notification procedures.

4. After the blizzard has safely left the New Bedford airport area, dispatch will coordinate the return of the fleet (if hangar space was utilized) as soon as practicable to accommodate the next available student blocks.
    a. If the aircraft were left on the ramp, Dispatch will coordinate the clean-up of the aircraft. Snow should be removed from the aircraft first, followed by shoveling out the tires so the aircraft may be moved to a clear portion of the ramp (this will occur after the airport has cleared the sections devoid of aircraft). The aircraft should be positioned with the backs of the aircraft to utilize the sunlight to melt ice/snow.

Cold Weather Operations

Ramp Condition Codes
On the initial ramp walk conducted by the opening dispatcher, it shall be noted the risk/hazard associated with the ramp. The following codes will be utilized and uploaded to FSP for flight crews to review and are about the level of risk they pose to ramp operations:
⊕ Green: ramp is dry and/or has very low risk.
⊕ Yellow: ramp has patches of slippery areas that can be avoided with caution.
⊕ Red: ramp is covered in slippery areas. The risk is not to be accepted and the ramp will be closed until conditions improve.

Wing Cover Usage
The wing covers are located in the back-garage bay and have the objective of helping keep contaminants off the wing overnight. Responsibility for determining the need for wing covers rests with the dispatch office. The following conditions must be met for wing covers to be put on the aircraft:
⊕ Overnight temperatures are forecasted to be below 40°F/4°C
⊕ Overnight winds are not forecasted to exceed 20 KTS
⊕ The wings on which the covers are being placed are free of moisture and/or other contaminants (e.g. ice, snow)
If dispatch determines wing covers should be used, the flight instructors in the last block of the day will install the wing covers. To assist the flight instructors, the dispatcher-on-duty will make the determination to install the wing covers as early as practicable, so the affected individuals may be informed prior to their block start time. For proper installation and storage, all staff and flight instructors must follow the procedures in the wing cover training guide.

Cold Weather Pre-Departure Inspections
⊕ **Avionics/Instrument Temperature Limitations:** If temperatures are less than -20C should refer to the POH located in the respective aircraft for possible limitations of specific instrument/avionics that may affect the proposed flight.

⊕ **Preflight:** Normal walk-around preflight inspection conducted by the pilot, with special attention paid to any aircraft surface contamination. Initiates the required de-icing/pre-heating procedures, if appropriate.

Snow Removal

Shovels shall only be used to remove snow from the area in front of the aircraft in order to permit taxiing. Approved brooms / brushes may be used to remove large accumulations of snow from the aircraft.

CAUTION
1. *Specific brooms and brushes are for use ONLY for aircraft snow removal. Avoid damage to aircraft surfaces by ensuring the equipment is free of all debris and is not frozen before use.*   2. *Pilots are PROHIBITED from using ANY hard or sharp tool to remove ice from the aircraft surfaces, or attempt to "break" ice from the aircraft*

Blowing snow creates a special hazard in that the snow can enter ports, gaps, and openings and freeze. After snow removal, BSU pilots shall focus special attention on the aircraft pre-flight to ensure contaminants have been removed/have not re-frozen.

WARNING
Per 14 CFR 91.527, BSU aircraft are PROHIBITED from taking off with any frost or contaminants still adhering to the wings, flight controls, or other critical aircraft surfaces.

Aircraft Pre-Heating Procedures

At temperatures at or below 32F/0C it will be likely necessary to pre-heat the aircraft engine. The following procedures shall be used for the engine pre-heating. (need to add the new preheat equipment)

Morning Aircraft Preparation

Any non-hangered aircraft shall be readied for flight as follows:

⊕ CFIs for the first flight shall arrive in time to conduct pre-heating and (if necessary) de-icing prior to scheduled departure. CFIs should allow not less than 45 minutes prior to lesson start time for full engine pre-heat / aircraft de-icing.

⊕ Dispatch and assigned pilots shall coordinate efforts to utilize the Red Dragon and other appropriate equipment.

⊕ Dispatch shall ensure that all snow removal equipment (brooms/shovels, Red Dragon) is clean, free of debris, secured, and ready for use the following morning.

Standing Water, Ice, Slush and Snow

Pilots are likely to encounter standing water, slush, ice, snow or a combination of these on the runway and/or taxiways. Flight crews must use good judgement and common sense in dealing with this operational concern.

- ⊕ Note performance reductions expected of the aircraft. Refer to appropriate performance data as necessary.
- ⊕ Tires can freeze to the ramp surface. If the aircraft cannot be moved under normal power, do not apply more power to dislodge the tires. The aircraft may break free but is likely doing so onto an equally frozen surface where it will then move rapidly forward and endanger other aircraft and personnel.
- ⊕ Increase taxi spacing/distance behind other aircraft when ramps and taxiways are contaminated to allow greater time to bring the aircraft to a stop. If taxiing behind turbine aircraft, keep in mind that their exhaust can cause dry snow to melt and freeze on aircraft surfaces, and may cause ice and sand to be blown onto trailing aircraft.
- ⊕ If landing on an iced runway, land firmly and at minimum safe speed.
- ⊕ On ice-covered ramps the aircraft will likely creep forward even with chocks installed. Avoid heavy use of brakes while taxiing on ice, as they are likely to lock rapidly and render the aircraft un-steerable.
- ⊕ Ensure the parking brake is released to prevent frozen brakes on the next departure

Cold Temperature Error Table

Table 7-2-3 below, derived from the Aviation Information Manual (AIM) and ICAO formulas, indicates how much altimeter error can exist when flying in extremely cold temperatures. BSU pilots are frequently operating under these conditions during day and night VFR and IFR flights. To use the table, find the reported temperature in the left column, then read across the top row to locate the height above the airport/reporting station (i.e., subtract the airport/reporting elevation from the intended flight altitude). The intersection of the column and row is how many feet lower than indicated the aircraft may actually be as a result of the possible cold temperature induced error.

The possible result of the above example is obvious, especially if the aircraft is operating at a minimum altitude and/or when conducting an instrument approach. When operating in extreme cold temperatures, pilots should strongly consider compensating for the reduction in terrain clearance by adding a cold temperature correction.

TBL 7–2–3
ICAO Cold Temperature Error Table
Height Above Airport in Feet

Reported Temp °C	200	300	400	500	600	700	800	900	1000	1500	2000	3000	4000	5000
+10	10	10	10	10	20	20	20	20	20	30	40	60	80	90
0	20	20	30	30	40	40	50	50	60	90	120	170	230	280
−10	20	30	40	50	60	70	80	90	100	150	200	290	390	490
−20	30	50	60	70	90	100	120	130	140	210	280	420	570	710
−30	40	60	80	100	120	140	150	170	190	280	380	570	760	950
−40	50	80	100	120	150	170	190	220	240	360	480	720	970	1210
−50	60	90	120	150	180	210	240	270	300	450	590	890	1190	1500

WARNING
Flight into expected or known icing conditions is PROHIBITED. If an any doubt regarding the condition of the wings or flight control surfaces, the pilot shall DISCONTINUE THE FLIGHT.