

Beverly Flight Center, Inc.

Flight Safety Procedures and Practices

I. General

All training flights are conducted as dual or solo as defined in CFR 14 FAR Part 61. All students shall be familiar with the Flight Safety Procedures and Practices prior to solo flight. No smoking is permitted in our buildings, the flight contractor's building, classrooms, or on the ramp.

II. Ramp Safety

Students should familiarized themselves with AC 00-34A Aircraft Ground Handling and Servicing.

Parked Aircraft

When an aircraft is parked, flight control locks should be used. In addition, the parking brake should be set, pitot static covers placed over the pitot tubes, and prop locks securely locked on the propeller (seasonal). Use of prop locks is in place from March through November. If the aircraft is a Cessna 152 or 172, then it should be properly tied down as well.

Propeller Safety

Rotating propellers and Helicopter rotor blades are nearly invisible. Several injuries and deaths have occurred on ramp areas caused by people walking into turning propellers or rotors. Many people have been injured by propellers in a moment of carelessness. When it becomes necessary to position propellers, they should be handled as if the engine is going to start. Before moving a propeller, always check to be sure the ignition switches are in the **off** position, and the throttle and mixture control levers are in the **closed** position. Always stand clear of propeller blade path, particularly when moving the propeller, because of a possible inadvertent engine start. Particular caution should be practiced around warm engines. Props locks should be properly removed from the propeller of the aircraft prior to each start up.

III. Aircraft Fueling

All aircraft shall be properly secured with engines and electrical equipment off. No persons shall be in the aircraft during fueling. No smoking is permitted on the ramp. Cell phones shall be off in the vicinity of aircraft being fueled. All aircraft shall be properly grounded prior to being fueled.

Improper fueling procedures may cause aircraft accidents' and in-flight incidents. NSCC students, faculty, and staff should be familiar with the fuel requirements for the models and types of aircraft they operate. The following paragraphs contain a description of problems that may be encountered in fueling aircraft and recommended procedures for combating these problems.

Water in the Fuel

Water occurs in aviation fuels in three forms:

- a) Dissolved water occurs similar to the humidity in the atmosphere that converts to droplets and settles out as the fuel temperature decreases during flight.
- b) Suspended water appears in the form of droplets that reflect light. High concentration of droplets will cause fuel to have a cloudy or hazy appearance.
- c) Solid bodies of water may be caused by leakage of storage tanks, leaking filler neck seals, or the settling out of suspended water droplets.

Accumulation of Water

There is no way of preventing the accumulation of water formed through condensation in fuel tanks. The accumulation is certain, and the rate of accumulation varies; so it is recommended that aircraft fuel

tanks be checked before each flight for the presence of water. Any water discovered should be REMOVED immediately. Do not pour fuel back into the fuel tank after testing as this only allows water and sediment to accumulate in the tank. Fuel should never be dumped on the ramp after testing for the presence of water. Environmental containers are available for fuel drained from sumps.

Because of the high lead content, direct fuel contact with skin or the wearing of fuel saturated clothing should be avoided. Skin irritation or blisters may result from direct contact with fuel. Immediate medical attention should be sought if fuel enters the eyes.

In the event of fuel spillage, notify the office, and stop all operations until the spill can be removed, using proper safety and environmental precautions.

IV. Fire Precautions and Procedures.

A. Airplane

1. Extreme care should be taken to avoid over-priming in cold weather.
2. Pre-heat should be used if temperatures warrant. Pre-heat shall be performed by authorized personnel only.
3. Should a fire start, move the mixture to idle cut-off, open the throttle, and continue to engage the starter. If the fire continues and time permits, make an emergency radio call for help, otherwise, turn the master switch off, close the fuel valve, evacuate the airplane, and get a fire extinguisher. Do not attempt to operate the airplane until it has been inspected and returned to service by an authorized mechanic.

B. Building

1. In the event of a fire all students are expected to evacuate the building immediately and file into the parking area in an orderly manner. Fire extinguishers are positioned strategically about the ramp, hangar, and office areas.

V. Aircraft Operating Procedures and Practices.

Weather Minimums:

A. Private Pilot Students (Student Pilots)

1. Dual (VFR) Local [forecast weather within 2 hours of the flight]: 1500' ceiling; 3 SM visibility (day); 5 SM visibility (night) in uncontrolled airspace; the maximum wind is not to exceed the demonstrated crosswind component of the aircraft.
2. Dual (VFR) Cross Country [forecast weather along the entire route of flight within 6 hours of the flight]: Ceiling 1000' above the highest planned altitude; 10 SM visibility (day); 10 SM visibility (night); the maximum wind is not to exceed the demonstrated crosswind component of the aircraft.
3. Solo (VFR) Traffic Pattern [forecast weather within 2 hours of the flight]: 2,000' ceiling; 5 SM visibility; maximum wind: 15 KT headwind component, 10 KT crosswind component.
4. Solo (VFR) Practice Area [forecast weather within 2 hours of the flight]: 3,000' ceiling; 10 SM visibility; maximum wind: 15 KT headwind component, 10 KT crosswind component.
5. Solo (VFR) Cross-Country [forecast weather along the entire route of flight within 6 hours of the flight]: Ceiling 1000' above the highest planned altitude; 10 SM visibility; maximum wind: 15 KT headwind component, 10 KT crosswind component.
6. Night Flight: No students are permitted to conduct solo night flights without an instrument rating and meeting the night experience requirements of FAR Part 61.57 (b).

7. Student pilots are prohibited from operating the aircraft on top of a layer of clouds. They may not use special VFR procedures.

B. Instrument Pilot Flight Training

1. IFR: Forecast >1,000' ceiling, visibility >1 sm. No forecast of icing conditions or convective activity in the vicinity of the route of flight. The ceiling and visibility must be great enough to execute a safe landing upon breaking out of the clouds in the event of an emergency.

C. Commercial Students

1. No commercial pilot students will be allowed to conduct solo flights or solo cross country flights when the ceiling and/or visibility is below VFR weather minimums for the area in which they will be flying. A commercial pilot student may not begin a cross-country flight if the ceiling is forecast to be less than 1000' above the highest planned altitude and the visibility less than 3 SM. No commercial pilot students are permitted to use special VFR procedures.

Aircraft Starting:

A flight instructor will be in the airplane for all pre-solo starts. A fire extinguisher will be available for all starts. The parking brake should be used in accordance with all check lists. NSCC students are **not** permitted to prop airplanes. The area around the airplane shall be visually cleared and a verbal call of clear prop shall be given prior to engine start. The airplane shall never be left unattended while the engine is running. No person shall enter or exit the airplane while the engine is running. Avoid starting the aircraft in front of hangars; blowing debris may cause damage to other aircraft as well as injury to persons in the area.

Taxi Procedures:

Taxiing on taxiways will be no faster than a fast walk. Do not taxi with the brakes on. Do not try to maneuver through a tight area without an outside observer watching the wing tips. All taxiing shall be done on designated taxiways.

Re-Dispatch Procedures:

A schedule of aircraft and instructors is provided for the orderly flow of student training and aircraft rental. This schedule is adhered to as closely as possible. Exceptions are allowed for changes in weather, flight conditions, or aircraft equipment failure which would affect flight safety. Should any student be forced to land at an airport due to mechanical trouble or weather, they are required to contact the flight school as soon as practicable by phone. The main number for the flight training contractor is (978) 774-7755. In addition each student will be provided with a contact number for the instructor on duty prior to all solo flights. A company official at the flight training contractor will determine the course of action to be followed. Should the aircraft require repairs, none will be initiated without the consent of the management of the flight training contractor. Should the aircraft stay at the unscheduled airport, the student will insure that it is securely tied down and chocked to prevent wind damage.

Reporting Aircraft Discrepancies:

An aircraft status board is located in the main office. This board displays the dates and tach times for future maintenance on each aircraft. Current tach times on each aircraft are updated daily.

Students and/or their instructors that find a discrepancy with the aircraft should verbally communicate that discrepancy to the dispatcher on duty. The dispatcher has the responsibility of recording that discrepancy on the appropriate form. The Chief Instructor shall forward the problem to the maintenance department for correction. Access to keys for grounded aircraft will be limited to authorized personnel only. Upon completion of all discrepancies, the aircraft will be returned to service by an authorized mechanic.

Securing Aircraft:

When not in use the aircraft will be parked, with the doors shut. When parked at an airport other than the home base, the aircraft shall be locked. A control lock should be installed as well as a pitot tube cover and a prop. lock.

Fuel Reserves:

A. Local Flights

1. All solo flight will depart with full tanks unless weight and balance dictates less fuel be carried. Fuel levels will be confirmed by visual inspection.
2. All aircraft will land with no less than 1 hour fuel reserve.

B. Cross Country

1. Flight will begin with full fuel confirmed by visual inspection unless weight and balance dictates less fuel be carried.
2. All flights shall land with no less than one hour fuel reserve.
3. Fuel stops shall be incorporated on cross country flights as necessary.
4. Fuel purchases shall be reimbursed towards the rental cost of that flight per the policy of the flight training contractor.
5. Students are only allowed to fly to airports with paved surfaces and a maintenance facility.

Collision Avoidance:

Proper surveillance of other aircraft shall be maintained on the ground or in flight by both the instructor and student. Clearing turns are mandatory prior to any practice of flight maneuvers. Proper traffic pattern procedures shall be followed. Anti-collision lights will be used any time the aircraft engine is running. Landing lights shall be on in the traffic pattern as required for increased visibility.

Land and Hold Short Procedures (LAHSO):

Student pilots are prohibited from using land and hold short procedures. All student pilots must include the phrase "student pilot" in their initial call to Air Traffic Control. Commercial Pilot students may participate in land and hold short procedures if they have determined they may do so safely.

Practice Area:

The practice area is depicted on the chart in the flight planning room.

Minimum Altitude Limitations:

All students shall use the designated practice area for stalls and flight maneuvers. All maneuvers and stalls will be completed at an altitude no lower than 1500' AGL with exception of ground reference maneuvers and simulated emergencies. When practicing emergency landings the recovery shall begin prior to 500' AGL. Instructors shall take control of the aircraft during the recovery from simulated emergency landings. There shall be no solo student practice of emergency landings. Clearing turns will be executed prior to each maneuver. The clearing turn may be two 90 degree turns of a full 180 degree turn.

Run-Up Advisory:

All students are required to perform their run-ups short of the runway hold line or in the run-up area if one is designated. The airplane shall be facing into the wind as nearly possible. A thorough check of oncoming traffic is to be made prior to taxiing onto the runway or crossing any runway. A radio call on CTAF advising the tower or area traffic of your intentions is required.

Off-Limit Areas / Airports:

The aircraft are off-limits to spectators unless prior permission has been received from company officials. No unauthorized person may be on the ramp unless accompanied by company personnel. All

airport security policies and procedures must be adhered to. Landing at any airport that does not have paved runway surfaces and maintenance facilities will only take place with a flight instructor on board.

Miscellaneous Rules:

1. Simulated forced landings will only be practiced with an instructor on board.
2. No stalls or maneuvers will be performed below 1500' AGL, near congested areas, or on an airway.
3. No student pilot may start a solo flight until the flight has been approved by the flight training contractor instructor. A flight school contractor flight instructor must be present at the airport whenever student solo flights are in progress.
4. All students shall perform a pre-flight inspection.
5. All ice, snow, and frost shall be removed from the aircraft prior to flight. Students should be familiar with AC 91-13C Cold Weather Operations of Aircraft.
6. The use of checklists is mandatory for each flight.
7. Knowledge of the fuel system, capacity, and consumption is required by for each aircraft make and model flown.
8. Knowledge and compliance with all FAA Air Traffic Rules and noise abatement procedures is mandatory.
9. If a student cannot make a scheduled flight appointment the must contact the flight training contractor, even if the weather is bad.
10. All checklists and the Pilots Operating Handbook must be onboard for all flights.

VI. Accident Reporting Procedures

In the event of an aircraft accident or incident involving a student, renter, or staff, Beverly Flight Center shall be notified immediately.

Any communication regarding an accident or incident involving a student, renter, or staff member shall be provided by a spokesperson of Beverly Flight Center. Students, renters, or staff are prohibited from speaking with any persons regarding an accident or incident until cleared by Beverly Flight Center or the Beverly Flight Center legal counsel.