



# School Procedures and Practices

Name: \_\_\_\_\_

## School Procedures and Practices

### **General:**

This Flight Operations Manual contains regulations, policies and procedures applicable to all Arrow Aviation Flight Operations. Material contained herein applies to all pilots operating Arrow Aviation aircraft. In addition to the policies and procedures contained herein, all flight training operations must be conducted in accordance with Arrow Aviation Training Course Outline, Federal Aviation Regulations, Specific Pilot Operating Handbooks, Aircraft Flight Manuals and Checklists.

The Purpose of this manual is to assure the safety and efficiency of Arrow Aviation Flight Operations. All pilots must review the Flight Operations Manual and supplemental documents as a matter of normal preflight activity and are responsible for complying with all regulations and procedures outlined.

Compliance by instructors, students and renters with the rules and policies stated in this manual and the other policy documents stated above is mandatory. Failure to comply may result in loss of access to Arrow Aviation, LLC aircraft and facilities.

**Flight Instructors are required to review the School Procedures and Practices with all new students and any pilot being checked out in an Arrow Aviation LLC aircraft.**

### **Facility:**

Arrow Aviation is located in the Executive Air FBO. This single floor building houses its main entry/exit, ramp entry/exit, lounge, kitchen, Men and Women's bathrooms, dispatch area and three pre/post flight briefing areas and Flight Planning Area in the lobby. The Airman Medical Examiner's office, Aviation Computer Test Center and the Red Bird Motion Flight Simulator is also located in the facility.

This ramp is a secured area. Access is tracked by video surveillance and gate code readers. No ramp access will be given to anyone who does not hold a valid gate code. Students and renters will be assigned a gate code by dispatch. Your gate code is confidential and should not be given out to anyone. You will be responsible for the unauthorized use of your gate code.

Smoking at the facility, inside, in the aircraft and on the ramp is prohibited.

### **Office Personnel:**

Office personnel are responsible for dispatching aircraft and line service, answering phones and tending to customers. Under no circumstance will anyone other than employees be permitted behind the counter. The computer in the lobby should be utilized for weather, scheduling and IACRA.

### **Instructors:**

All Flight Training is conducted by professional flight instructors and is overseen by the Chief Flight Instructor.

**It is the responsibility of each flight instructor to keep the students check list accurate and up to date.** The student's flight instructor is the first person best equipped to resolve student issues. In the unlikely event more assistance is necessary, the student should not hesitate to contact the Chief Flight Instructor. The Chief Flight Instructor is responsible for the compliance with training syllabus, the standardization of flight instruction and examining personnel, and ensuring compliance with the Federal Aviation Regulations.

It is the responsibility of the Instructor to make sure all students have the proper current endorsements for the operation they are going to undertake. All endorsements will be copied and placed in the student's folder.

### **Primary Students:**

It is the responsibility of the Instructor to make sure primary students have all the necessary documents on file and appropriate books and supplies.

Arrow Aviation will be using the Jeppesen "Private Pilot Maneuvers" and "Private Pilot Syllabus" along with other appropriate reference material.

All Primary Students will be required to take at least two phase checks, one prior to First Solo and one prior to the Practical Test. If the student has not soloed between twenty five and thirty hours, a phase check will also be given. The phase check must be given within 30 days and prior to any endorsement given, also noted in the students log book. **The Chief Flight Instructor must be notified prior to the phase check.** Prior to the students first solo and first solo X country all requirements and endorsements will be verified. The Phase Checks and verification will be conducted by an instructor other than the student's primary instructor.

### **Flight Training:**

All flight training will be conducted with the student's best interest in mind. At no time will any passengers be permitted in the aircraft other than the student and instructor. **On the occasion a student would like to take an immediate family member, only one will be permitted, no emergency maneuvers or performance take offs and landing will be practiced. This must be authorized by management or the Chief Flight Instructor.**

Each flight should contain a pre and post flight briefing. All briefings, including endorsing log books will be conducted in a classroom. Training flights are to return no later than fifteen minutes prior to the hour at the end of the block. It is suggested that students arrive 15 minutes early to get prepared for the lesson and preflight the aircraft.

**On days when weather does not permit flying, primary students scheduled should be given ground instruction. No primary flight instruction will be conducted after sunset other than required night time instruction.**

Students are expected to have all necessary books and supplies, including sectional charts, Chart Supplement, FAR/AIM, appropriate check list, headset, fuel sump jar, etc.

### **Pre Solo dual flight training:**

Pre Solo flight training will adhere to the following weather minimums:

Ceiling – 2000 ft

Visibility - 5 nm  
Wind: 20 kts    X wind component: 10 kts    Gust: 10 kts

### **Student Solo Flights in the Traffic Pattern:**

Prior to First Solo instructors will be responsible to make sure the Pre Solo test was administered and reviewed, also all appropriate logbook and medical certificate endorsements are in place and current. All company paperwork including the Rental Agreement should also be reviewed and complete. The student should also receive instruction to and from the alternate airport and have an airport diagram of each in the case KDXR is unexpectedly closed due to an accident or other incidents. Should that occur students should contact Arrow Aviation via Unicom on 122.95 and advise their intentions.

The first three solo's will be in the traffic pattern, supervised visually and audibly by the flight instructor. The Instructor will fly with the student immediately prior to each of the first three solos and determine the conditions are conducive for the student to have a safe solo flight.

Students may solo after hours provided they are in contact with their primary instructor immediately before and after the flight, the flight is conducted in the traffic pattern, and completed one hour before sunset.

Under no circumstance will solo students be permitted to conduct touch and goes at DXR. At the discretion of their primary flight instructor they may conduct touch and goes at other airports.

Unless specifically trained and endorsed by their primary flight instructor, students will NOT be permitted to practice any performance take offs or landings during solo flight. (short field, soft field or emergency)

Solo flights in the traffic pattern will adhere to the following weather minimums:

KDXR, KOXC, KPOU

Ceiling – 3000 ft  
Visibility - 5 nm  
Wind/gusts – 14 kts  
X wind component – 8 kts

### **Solo Flights in the training Area:**

It is the responsibility of the Flight Instructor to make sure the students are familiar with the practices areas and boundaries.

Solo flights in the practice area will adhere to the following weather minimums:

KDXR, KOXC, KPOU

Ceiling – 4000 ft  
Visibility - 8 nm  
Wind/gusts – 14 kts  
X wind component – 8 kts

### **Training Areas:**

Arrow Aviation has two designated training areas. They are approximately 15 by 8 nautical miles in size extending to the north of the airport and then east and west. The ground elevation is approximately 450 Ft MSL to 1000 Ft MSL. Please see page 8 for the sectional of training areas.

Training area #1:

Starts at Danbury Airport (DXR) then approximately 15 NM to the north to Lime Kill Quarry, then approximately 12 nm to the west to Interstate 84, then Interstate 84 southeast back to DXR. Please observe Danbury's class Delta airspace.

Training area #2:

Starts at Danbury Airport (DXR), then approximately 15 NM to the north to Lime Kill Quarry, then approximately 12 nautical miles east to Woodbury, CT., then approximately 9 nm southwest to Sandy Hook, then Interstate 84 west in back to DXR. Please observe Danbury's and Waterbury Oxford's class delta airspace.

**Dual Cross Country Procedures for Student Pilots:**

Prior to any dual cross country flight the instructor will give the appropriate instruction required by FAR 61.93(e).

All dual cross country flights will include weather briefing, cross country navigation log and flight plan. **Dual cross country flights will be limited to the following airports unless prior permission is obtained from management or the Chief Flight Instructor.** A copy of the Flight Plan will be left with the dispatch desk for any cross country.

Groton (KGON)	Pittsfield (KPSF)
Windham (KIJD)	Sullivan County (KMSV)
Danielson (KLZD)	Scranton (KAVP)

**Solo Cross Country Procedures:**

It is the responsibility of the Instructor to make sure students comply with FAR 91.103, Preflight Action and FAR 61.93. All student solo cross country flights will require a VFR flight plan to be filed and open. Students are also encouraged to use Flight Following. A copy of the Flight Plan will be left with the dispatch desk.

Prior to Solo Cross Country flights, students must have completed the FAA Private Pilot Written exam and review deficient subject areas with the CFI and received at least two hours of basic instrument instruction. **The Chief Flight Instructor must be notified prior to the students first Solo Cross Country flight.**

Student solo cross country flights should not be dispatched unless they can plan to be completed prior to two hours before sunset.

The following airports will be used for solo X country flights

Groton (KGON)	Pittsfield (KPSF)
---------------	-------------------

Windham (KIJD)                      Sullivan County (KMSV)

Danielson (KLZD)                      Scranton (KAVP)

Solo cross country flights will adhere to the following weather minimums for the planned route:

- Ceiling - 5000ft
- Visibility - 8 nm
- Wind/gusts – 14 kts
- X wind component – 8 kts

**Dual Cross Country Procedures for Commercial Pilots:**

All student cross country flights will require a VFR flight plan to be filed and open. It should be encouraged to use Flight Following. A copy of the Flight Plan will be left with the dispatch desk.

The following airports will be used for dual commercial X country flights

New Bedford (KEWB)                      Nashua (KASH)

Saratoga County (5B2)                      Keene (KEEN)

**Practical Test Preparation:**

The primary flight instructor is responsible to make sure all requirements of part 61 are met prior to scheduling a Practical Test. All Students will be required to take a phase check within 30 days prior to the Practical Test, also noted in the students log book. **The Chief Flight Instructor must be notified prior to the phase check. Upon scheduling a Practical Test the Chief Flight Instructor must also be notified.**

**Arrow Flight Tracking:**

All flights, dual instruction, solo, rental or commercial, other than dual instruction and student solo flights within the Danbury traffic pattern or in the designated practice areas are required to complete Arrows Flight Tracking form. All green items must be entered to include passengers and emergency contact information.

**Rental Check Out:**

Rental Check Out will apply to all new customers or existing customers who are interested in renting a different make and model of aircraft they are presently qualified for. The rental Check Out Test and Weight and Balance are to be completed. Should the aircraft have an autopilot, the pilot should show proficiency using it.

Customers with no dual instruction in the make and model are required to have a minimum of three flights and five hours of dual instruction. Customers upgrading to a four place aircraft must have dual instruction on take off and landings with at least one other adult in the rear seat.

Along with preflight, maneuvers and emergency procedures Instructors should discuss local airport procedures and local area landmarks as part of the rental check out.

### **Weather Minimums:**

Prior to each flight, pilots should check all available weather sources, including current and forecasted weather conditions, to determine if the flight can be accomplished safely. This preliminary weather check can be accomplished by referencing the weather information available in the flight planning area.

### **Dispatch Procedures:**

No flight, instructional or otherwise will be permitted without a written dispatch sheet consisting of appropriate W&B, flight plan, names of passengers on board, to include emergency contact information left with dispatch.

It is the pilot's responsibility to verify that all the equipment required for the particular flight is functioning and if appropriate, has been properly inspected /checked in accordance with the Pilots Operating Handbook prior to flight. If any aircraft damage is noted, it must be reported immediately to Dispatch.

Pilots need to properly preflight themselves. The acronym "I'M SAFE" may be used as a reminder that pilots should consider any Illness, Medications – Stress - Alcohol intake – Fatigue - Emotions that are present which may affect the flight about to be taken.

All pilots must maintain a constant vigilance for traffic in the air and on the ground. All pilots should be familiar with AC90-48C - Pilots' Role in Collision Avoidance, AC91-73A - Single-Pilot Procedures During Taxi Operations and SAFO 11004 - Runway Incursion Prevention Actions.

Flights in the Airport Traffic Pattern will be conducted in accordance with the Arrow Aviation Flight Operations Manual Weather Minimums and adhere to the normal traffic procedures. No flight will depart with less than 45 minutes fuel reserve, and should plan on completing the flight with the reserve on board. At no time will the Aircraft descend below 1500 feet AGL for other than the purpose of landing or practicing Ground Reference Maneuver's.

Flights for the purpose of cross countries will be conducted with the Arrow Aviation Flight Operations Manual Weather Minimums. A VFR Flight plan will be filled out, a copy of the flight plan will be filed with dispatch.

During cold weather operations, the Engine Heater cord, after being unplugged, should be hung up on the post provided. All aircraft should be pushed back into the designated tie down and not taxied across the tie down area.

### **Re-Dispatch Procedures:**

In the event of a precautionary or unscheduled landing is made, it is the pilots responsibility to notify dispatch as soon as possible. The pilot in command is responsible for the aircraft until released by authorized personnel.

If the precautionary or unscheduled landing was due to a mechanical issue or if the aircraft sustained any damage due to a hard landing or taxing, the aircraft will not be re-dispatched until cleared by maintenance.

If the flight was being piloted by a student pilot, dispatch will notify the student's flight instructor. The flight will not be re-dispatched until the Instructor is fully aware of the issues involved and can make a determination the flight can safely resume.

The CFI who is responsible for re-dispatching the student pilot will personally contact the student pilot on the phone and check the following items with the student pilot:

1. Filing of a flight plan
2. Fuel availability
3. Weather en route
2. Time of departure
3. Route of flight
4. Arrival time at Arrow Aviation
5. Any other item that is considered significant under the circumstances that exist at the time.

The pilot will be responsible for the expense of re positioning the aircraft back to DXR unless the precautionary or unscheduled landing is a maintenance related issue.

#### **Accident/incident:**

In the event of an accident or incident, it is the pilot's responsibility first to notify emergency personnel immediately if necessary, render first aid to passengers, and notify dispatch as soon as possible. Dispatch will immediately notify the Chief Pilot and management. Should it occur after hours management will be notified at (203) 948-3748 by the pilot. The pilot in command, provided uninjured, is responsible for the aircraft until released by authorized personnel.

#### **Fueling:**

Fuel quantity should be checked visually and with the fuel gauges immediately upon reaching the aircraft, prior to starting the pre-flight inspection. Dispatch should be notified immediately so that a line service can be sent to fuel the aircraft

Fueling considerations should include whether the flight is in the pattern, practice area or cross country flight.

When fueling operations are being conducted, all persons should remain clear of the aircraft and ensure that all electrical switches and ignition switches are off. Fueling personnel are responsible for properly grounding of the aircraft, though the pilot-in-command should supervise the fueling whenever possible. When fueling is conducted away from base the Pilot in Command will supervise the fueling process.

Each aircraft has a fire extinguisher installed on the forward right side of the instrument panel.

#### **Start and Taxi Procedures:**

Before starting the engine, all pilots must verbally and visually clear the area. Engines may not be started if the aircraft on either side is being fueled. Passengers or students are not permitted to enter or exit the aircraft while the engine is running. Please be considerate of other ramps areas and aircraft on the airport. When running up the aircraft face the tail away from other ramp areas.

#### **Aircraft Maintenance and Discrepancies:**



All aircraft must be in an airworthy condition prior to flight. Federal Aviation Regulations require that all installed equipment on an aircraft must be functioning properly or deferred before an aircraft is considered to meet the specifications of type certificate. It is the responsibility of the pilot-in-command to ensure that the aircraft to be flown is airworthy. In addition to the preflight inspection, the PIC must verify that all required inspections have been performed and that none will become due during the course of the planned flight.

Deferring maintenance discrepancies must be accomplished in accordance with Federal Aviation regulations (14CFR, 91.213 Inoperative Instruments and Equipment). This is to be accomplished ONLY by authorized personnel. If the aircraft is away from home base, a determination must be made by the pilot-in-command that the instrument or equipment is not required, and that its deactivation does not constitute a hazard for the remainder of the flight. Notwithstanding, prior to initiating the flight, the pilot will notify Dispatch of the nature of the problem, and dispatch will contact Maintenance personnel to authorize the deferral. This procedure ensures that maintenance personnel are apprised of the situation to consider any effects on flight safety and that proper deactivation and placarding of the inoperative instrument or equipment is accomplished.

Each pilot shall check squawk sheet prior to each flight. All discrepancies shall be recorded in the appropriate manner on the squawk sheet.

Any discrepancy or anomaly will be noted on the tach sheet and reported to dispatch. Should this occur away from base, prior to further flight dispatch will be notified and a verbal release will be given to the pilot.

#### **Aircraft Security:**

All aircraft should be secured properly after each flight. Control locks and pitot tube covers installed, aircraft tied down appropriately. When exiting the aircraft, ensure that all switches are off, and all trash and personal items are removed from the aircraft. If the aircraft is left for an extended period of time or overnight, the aircraft should be locked. During cold weather operation the engine heater should be plugged in and cowl plugs installed after each flight.

#### **Minimum Altitudes:**

No aircraft will be flown less than 2500 ft AGL for Basic Flight Maneuvers. For Ground Reference Maneuvers and Performance Maneuvers, no lower than prescribed in the Jeppesen Private and Commercial maneuver Guide.

#### **Prohibited Maneuvers:**

The following maneuvers/operations will not be practiced unless a flight instructor is on board.

1. Any maneuver prohibited by the primary Flight Instructor.
2. Spins of any Kind.
3. Landings on any runway that is not paved or less than 3000 ft.
4. Practice forced landing.

#### **Red Bird Flight Simulator:**

The Red Bird Flight Simulator is available for dual instruction for all students and rated pilots. It can be configured for three different aircraft, a Piper Warrior with conventional steam gauges, a Cessna 172 with G1000 avionics and a Cirrus SR20 with G1000 perspective avionics.

It is certified for the following allowable hours:

- |  |  |
|--|--|
| 1. Private Pilot Certificate           | 2.5 hours  |
| 2. Instrument Pilot Rating             | 20 hours   |
| 3. Commercial Pilot Certificate        | 50 hours   |
| 4. Airline Transport Pilot Certificate | 25 hours   |
| 5. Instrument Proficiency Check        | Consult Instrument Pilot Practical Test Standard |

All simulator training must be conducted and logged as dual instruction in order to have it apply towards the certificate or rating.

**Computer Test Center:**

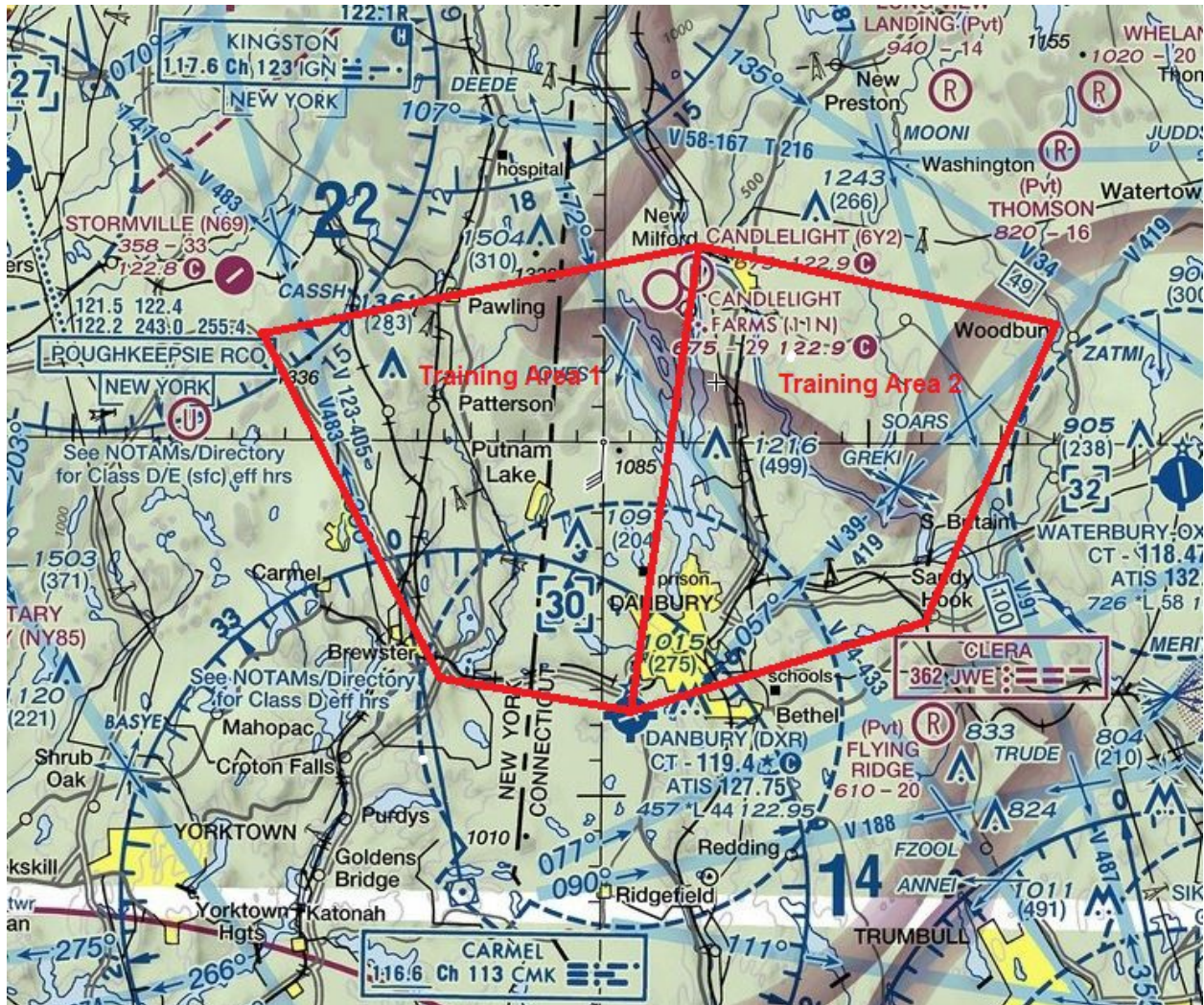
On site we have laser Grade Computer Test Center. They offer all aviation tests and many other non-related aviation tests.

To schedule please call Laser Grade at (800) 211-2754. They will take your information along with credit card for payment. If you are not sure what date you can taking the test, ask for an Open Locater Number. This will allow you to take the test at your convenience scheduling it with the front desk.

**Airman Medical Examiner:**

Dr. Jerzy Chachaj, Dr George Terranova, and Dr Lucas Terranova are also housed in with Arrow Aviation. They can perform FAA class I, II and III medical exams, call for an appointment. Please complete the on line Medical Application at "medxpress.faa.gov" and give the confirmation number to dispatch at least two days prior to your appointment. Contact dispatch for cost and scheduling.

### Sectional of Training Areas



## School Procedures and Practices acknowledgement

I acknowledge receiving a copy of Arrows Aviation, LLC School Procedures and Practices. I also acknowledge I have reviewed them in their entirety and fully understand them.

Certified Flight Instructor:

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Pilot:

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewing CFI:

Name: \_\_\_\_\_

Sign: \_\_\_\_\_

Date: \_\_\_\_\_

\*\*\* This page is to be returned and placed in the pilot's/CFI's folder \*\*\*