

WNC Aviation, LLC Operations Manual



Asheville Regional Airport (AVL)
1A Aviation Way
Fletcher, North Carolina 28732

(828) 687-7540

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Company Overview and Operating Practices

1.1 Mission Statement

- 1.1 WNC Aviation, LLC was established in 2002 with the mission to provide high quality flight training and unsurpassed customer service in helping customers achieve their flying goals.

1.2 WNC Aviation, LLC Staff

Charles C. Thomas	President
David Shields	Chief Instructor
Jim Blackburn	Assistant Chief Instructor

1.3 Flight Safety

- 1.3.1 Flight safety is everyone's responsibility. All staff and customers are to immediately bring any safety related issues, or any potential safety issues to the attention of the Chief Instructor and/or the LLC Manager.

1.4 Flight Instructor Status

- 1.4.1 For the purposes of this manual, all certificated flight instructors, whether full-time employees, part time employees, or independent contractors, are required to comply with the procedures in this manual. This is uniquely necessary because of the higher degree of standardization required by FAA regulations and the detailed supervision required to conduct flight operations without undue risk to the customers, staff, and general public. This rule does not imply or alter any status used by the IRS for defining employee status.

1.5 Payment Policy

- 1.5.1 Payment for Services is due at the time the service is rendered at the currently posted rates. Payment can be made by cash, check or credit card. Any person paying by credit card agrees to not initiate any charge back action with their credit card issuer for any reason and agrees to resolve all conflicts or disputes with WNC Aviation, LLC directly.
- 1.5.2 Pre-payment for flight training and/or aircraft rental (commonly referred to in the industry as block time) must be purchased in an initial block of at least \$1000 and must be renewed prior to dropping below \$250 worth of prepaid flight time. Prepaid flight time is not a demand deposit and no banking relationship is established or implied.

The pre-payment program can result in significant savings for both the customer in terms of dollar cost and the company in terms of labor. However, prepaid flight time balances are not to exceed \$10,000 without the LLC Manager's approval. Under no circumstances will any customer be granted pre-payment pricing without meeting the above requirements. Any employee or contractor, who grants the pre-pay rates to an unqualified account, is by so doing, agreeing to pay the difference personally unless granted an exception by the LLC Manager or the Chief Instructor. Deficits due to improper charging will be debited from the responsible party's compensation check upon discovery. Under no circumstances will any employee or contractor provide any

customer with any services who has a negative prepayment balance or who is in anyway indebted to WNC Aviation, LLC.

- 1.5.2.1 Requests for refunds of unused prepaid flight time must be in writing on the current WNC Aviation, LLC fund form. Refunds of unused prepaid flight time will be considered within two years of the last purchase of prepaid time. Refunds will only be issued by check. Refunds will only be issued to the specific person or entity that purchased the time initially. For example, if the prepaid flight time was purchased by a parent or a spouse, the refund will be paid to them and not the student or renter. If the prepaid time was as a result of a loan, grant, scholarship or other like award, the refund will be paid to that entity and not the student or renter.
- 1.5.2.2 Prepaid flight time abandoned for more than two years will be transferred to the school's work-study and scholarship program and is not refundable.
- 1.5.2.3 Upon discovering a returned customer check, all services to that customer will cease until payment is recovered. WNC Aviation, LLC assesses a returned check fee of \$25.00 per occurrence. The maker of any bad check or any person who causes a credit card charge back will be fully responsible for all costs WNC Aviation, LLC incurs in recovering the payment. This includes, but is not limited to all staff time and legal fees associated with recovering the payment.
- 1.5.3 Where the staff members deems appropriate, customers will be informed of any loan programs available for their flight training. Loans from these programs will be administered according to the loan agreement.

1.6 Insurance Coverage

- 1.6.1 WNC Aviation, LLC maintains the maximum operational liability insurance currently available in the amount of \$1,000,000 per occurrence, limited to \$100,000 per passenger and hull coverage on each aircraft. All fixed gear aircraft have a deductible of \$1,000. All retractable gear aircraft have a deductible of \$5,000. WNC Aviation, LLC also maintains separate premises liability insurance.
- 1.6.2 *Insurance covers WNC Aviation, LLC and does not preclude the insurance company from subrogating claims against the Pilot in Command nor does it prevent WNC Aviation, LLC or third parties from claims against the Pilot in Command.*
- 1.6.3 Renters insurance policies are recommended for all customers, but are not required. WNC Aviation, LLC does not sell rental insurance policies.

1.7 Appearance & Availability

- 1.7.1 Staff members will actively ensure the facility, aircraft, and ramp areas are kept clean. All outdated charts, regulations and other materials will be clearly marked as such and used for training purposes only. Staff members are expected to wear the appropriate uniform as directed by the Chief Instructor.
- 1.7.2 All WNC Aviation, LLC instructors will wear navy trousers and airline type shirts with epaulets, wings, and name badges.
- A. Instructors with more than 500 hours as a CFI will wear four (4) stripes.
- B. Instructors with 500 hours or less will wear three (3) stripes.
- 1.7.3 It is recommended that all instructors be available at the WNC Aviation, LLC operations office as frequently as possible. Time off is not required. WNC Aviation, LLC intends to contract with as many flight instructors as is necessary to ensure quality service and safety.
- 1.7.4 New students and sight seeing flights will normally be assigned to instructors present in the office, but the Chief Instructor has authority on the initial assignments. The customer is the final authority and may schedule with any instructor he/she chooses.

1.8 Terms and Definitions

- ◆ The term “company” used in this manual refers to WNC Aviation, LLC.
- ◆ The term PIC refers to the Pilot In Command of the aircraft.
- ◆ The term “Student” refers to any person enrolled in any course offered by WNC Aviation, LLC regardless if said course is a 14 CFR 135 or 14 CFR 61 course.
- ◆ The term IPC refers to an Instrument Proficiency Check as defined by 14 CFR 61.57 (d) and FAA-S-8081-4.
- ◆ The term “Stabilized Approach” means the aircraft is properly configured with appropriate airspeed and rate of descent are established and only minor heading, pitch, and power inputs are required to maintain the flight path.

Aircraft Dispatch Procedures

2.1 Dispatch Procedures

2.1.1 Aircraft will not be dispatched unless the dispatching authority has personally verified the procedures established in this manual have been accomplished.

2.2 Dispatch Authorization

2.2.1 The following staff members are authorized to dispatch aircraft:

- a. Company instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of students and renters.
- b. All flights where a student pilot is flying solo will be dispatched by a flight instructor who is and will remain present at the airport and is familiar with the student's capabilities.
- c. Dual flights and flights by renters with a current check out may be dispatched by a Dispatcher.

2.3 Dispatcher Actions

2.3.1 The individual dispatching an aircraft will ensure the PIC:

- ◆ Has read the pertinent sections of this manual and the Current Notices board
- ◆ Has presented a valid government picture identification
- ◆ Meets the currency requirements of Paragraph 3.2
- ◆ Has a valid FAA Pilot Certificate in his/her possession
- ◆ Has a valid FAA Medical Certificate in his/her possession
- ◆ Has completed the Dispatch Form
- ◆ Has completed a Rental Agreement
- ◆ Has an account in good standing
- ◆ The flight data is posted to the flight board in the lobby

2.3.2 Aircraft will not be dispatched to student pilots for solo operations unless the endorsing instructor approves.

2.3.3 If a student pilot makes an unscheduled landing, the aircraft will not be re-dispatched without the Chief Flight Instructor's authorization.

2.3.4 If any pilot makes a precautionary landing because of a suspected aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Director of Maintenance or Chief Flight Instructor.

Pilot Qualification and Currency Requirements

3.1 Qualifications

3.1.1 Before acting as PIC, customers must complete the:

- ◆ Customer Data Form
- ◆ Renter/Student Agreement
- ◆ Hold Harmless Agreement
- ◆ Appropriate aircraft pilot checkout(s)
- ◆ Appropriate written test(s)

3.1.2 Refer to Attachment 1 for a list of initial pilot requirements.

3.1.3 Pilots must complete a Make and Model checkout in each aircraft they desire to fly as PIC.

3.1.4 Pilots must complete a Night Checkout if they desire to fly as PIC at night.

3.1.5 Pilots who are instrument rated must complete an initial IPC as part of their annual and initial check, and annually thereafter.

3.2 Pilot Currency

3.2.1 Pilots must have completed a valid flight review in accordance with 14 CFR 61.56, in the most complex aircraft they desire to rent, within the preceding **12** (company policy) calendar months to act as PIC of company aircraft.

3.2.2 Pilots with an instrument rating must have completed an initial IPC before flying company aircraft and annually thereafter.

3.2.3 To act as PIC, pilots with less than 200 pilot hours shall have accomplished three takeoffs and landings within the preceding 45 days in each make and model aircraft they wish to fly. If more than 45 days has passed, currency must be obtained with a WNCA CFI.

3.2.3.1 To act as PIC, Pilots with 201 pilot hours, or more, shall have accomplished three takeoffs and landings in the preceding 60 days in each category and class aircraft they wish to fly. If more than 60 days has passed, currency must be obtained with a WNCA CFI.

3.2.4 Pilots who have not made 3 takeoffs and landings in a particular make and model aircraft within the preceding 6 months must accomplish a full re-currency check for that make and model aircraft from a company instructor before renting.

3.2.5 All pilots shall fly with, and receive a logbook endorsement from a company instructor before renting any company aircraft. The logbook endorsement shall expire after 12 calendar months on the last day of the month.

3.2.6 All pilots shall receive detailed flight and ground instruction as well as a logbook endorsement before operating any aircraft with advanced or complex avionics, such as, the G1000 glass cockpit. Instrument rated pilots will require additional instruction.

The logbook endorsement shall expire after 12 calendar months on the last day of the month.

Aircraft Operations

4.1 Preflight Actions

- 4.1.1 Pilots shall file a flight plan for all flights outside the local area (50NM) All pilots are expected to request flight following.
- 4.1.2 The PIC shall ensure appropriate survival and safety equipment for the intended operation area is onboard the aircraft.
- 4.1.3 *Pilots will verify the time remaining until the next 100 hour inspection for the aircraft to be flown. Under no circumstances will the 100 hour inspection interval be violated. Many aircraft have Airworthiness Directives due at their 100 hour inspection; any pilot who violates the 100 hour inspection must assume he/she is willingly violating an Airworthiness Directive. All such violations will be reported to the FAA Flight Standards District Office.*
- 4.1.4 Pilots shall not begin any flight unless there is sufficient fuel to complete the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption. Weight and balance limits should not be violated to comply with this rule; payload should be reduced instead.
- 4.1.5.1 Pilots will terminate the flight and land at the nearest appropriate airport if, at any time, during the flight it appears the aircraft will not have at least a 1 hour fuel reserve.
- 4.1.5.2 No pilot should depart without adequate means to purchase additional fuel and oil. When in doubt, always request, take and use the company fuel card.
- 4.1.7 Each passenger shall occupy a seat with an individual seat belt; children under 2 years old or less than 40 pounds shall occupy a Department of Transportation approved infant/child seat restrained by an individual seat belt. Under no circumstances may more than one person occupy one seat nor may any child ride in the lap of an adult for any portion of any flight in any company aircraft. WNC Aviation, LLC understands this requirement is in excess of current regulations, however, company management feels strongly about this subject.
- 4.1.8 Pilots will compute takeoff distances for each flight, check actual aircraft performance against computed data, and abort the takeoff if aircraft performance is inadequate.
- 4.1.9 Pilots will calculate weight and balance data for each flight using a WNC Aviation, LLC Load Manifest. Any time the rear seats are occupied, said manifest will be filled in the dispatch office prior to departure.
- 4.1.10 Pilots will ensure loose items are secured prior to flight.

4.2 Ground Operations

- 4.2.1 Pilots will not taxi, takeoff, or land on surfaces with standing water, snow, or ice. Operations from unpaved strips may only be conducted with the prior approval of the Chief Instructor.
- 4.2.3 Fire extinguishers shall be readily accessible during engine start and aircraft refueling.

- 4.2.4 Pilots are personally responsible for all passengers on the ramp. Pilots will brief all passengers on the hazards of ramp operations. Pilots will brief all passengers in accordance with 14 CFR 91.11, 91.21.
- 4.2.5 Pilots will use the designated tow bar to move aircraft; use caution not to exceed the designated turn limit of the nose wheel, nor to push on the tail to move the nose of the aircraft.
- 4.2.6 Pilots must park aircraft only in designated ramp areas.
- 4.2.7 Smoking is prohibited in, or within 100 feet of aircraft.
- 4.2.8 Aircraft will be tied down, both main wheels chocked (when available), flight control lock installed, all doors locked, and the pitot tube cover installed when parked.
- 4.2.9 Passengers will not board or deplane when any of the aircraft engines are operating.
- 4.2.10 Pilots shall treat all propellers as if the engine may start, pilots shall ensure:
 - ◆ All passengers remain well clear of propeller arc
 - ◆ Mixture is in the cutoff position
 - ◆ Magnetos are off

4.3 Engine Starting and Taxiing

- 4.3.1 Aircraft Taxi and Ground Operations will be conducted according to the guidance in the Pilot's Operating Handbook (Aircraft Flight Manual) and the Aeronautical Information Manual.
- 4.3.2 Before starting engines pilots will ensure that the rotating beacon is on, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.
 - 4.3.2.1 Pilots must use caution to prevent and are responsible for damage as a result of propeller blast.
- 4.3.3 Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should:
 - ◆ Use caution not to over prime
 - ◆ In case of engine fire during start, follow manufactures guidance; however, do not take any action that would endanger yourself or your passengers
- 4.3.4 Pilots will obtain taxi clearance at controlled airports, or self announce taxi intentions at uncontrolled airports before leaving the parking spot.
- 4.3.5 Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines, suitable for the make and model aircraft being operated, are used.
- 4.3.6 Pilots shall not exceed 5 MPH taxi speed in congested areas.
- 4.3.7 Pilots shall not taxi when ground visibility is less than 1/2 SM.

4.4 Weather Minimums

- 4.4.1 Day VFR minimums are 1,300 foot ceiling and 4 miles visibility for the local area, 2500' ceiling and 5 miles visibility for all other flights.
- 4.4.2 Night VFR minimums are 2,500 foot ceiling and 5 miles visibility.
- 4.4.3 Weather minimums for IFR takeoff shall be no lower than the lowest compatible circling minimums, both ceiling and visibility, at the departure airport or takeoff minimums listed in the Terminal Flight Information Publication for the airport, whichever are greater.
- 4.4.4 Pilots shall comply with maximum crosswind component posted in the aircraft POH/ FAA Approved AFM. Student pilots will comply with the crosswind limitations set forth in the school rules and/or any limitation imposed by company instructors.
- 4.4.5 Pilots shall not takeoff or land when the tailwind component exceeds 10 Knots.
- 4.4.6 Flight will not be initiated if surface winds are forecast to be greater than 20 knots and/or gust factor of 10 knots without the specific approval of a WNCA CFI. Flights will be terminated as soon as practicable if surface winds exceed 20 knots and/or gust factor of 10 knots unless prior approval has been obtained from a WNCA CFI.
- 4.4.7 Flight under special VFR are not permitted in company aircraft.

4.5 Night Flight

- 4.5.1 The following shall not be performed at night:
- ◆ Aerobatics of any type (day or night)
 - ◆ Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an 14 CFR 141 approved syllabus of instruction, with an instructor that is qualified to act as PIC under instrument conditions in the aircraft used for the flight
 - ◆ Operations at airports without runway lighting
 - ◆ Visual or non-precision approaches to runways outside the local training area without visual glide path guidance
 - ◆ Simulated emergency training, to include forced landings, except to lighted runways
 - ◆ Flight outside the local area unless the flight is operated under IFR, or the flight is required to be conducted under VFR by an approved syllabus of instruction and the instructor is qualified to act as PIC under instrument conditions in the aircraft used for the flight
 - ◆ Local VFR night flight, unless the pilot has logged at least 100 hours as PIC and maintains visual contact with an airport approved for night operations or holds a current instrument rating
 - ◆ Simulated night instrument practice in the local area unless a second pilot, with night currency in the aircraft being flown is onboard as a safety observer and has access to the flight controls

4.6 Operations at Uncontrolled Airports

4.6.1 Pilots shall:

- ◆ Avoid extended holding delays across the hold line or in takeoff position
- ◆ NOT perform straight-in VFR approaches to uncontrolled airports (*Note:* This does not apply to practice instrument approaches being flown when the safety pilot is able to simultaneously monitor approach control and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF)
- ◆ Self-announce pattern position on crosswind, downwind, base, and final leg using the phraseology recommended in the *Aeronautical Information Manual*. Radio silence is NOT permitted in company aircraft.
- ◆ Only land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Flight Instructor
- ◆ NOT takeoff or land on runways less than 2,000 feet long, or the sum of the computed aircraft takeoff and landing roll, whichever is greater
- ◆ NOT takeoff or land on runways less than 50 feet wide
- ◆ Overfly (1000' Above Ground Level (AGL) minimum) an uncontrolled airfield with unknown runway surface or approach conditions before landing. (*Note:* Not applicable to actual instrument approaches.)

4.7 Minimum Altitudes

4.7.1 Pilot shall:

- ◆ Not fly below 1000 feet AGL (2000 feet in mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements directed by an approved syllabus of instruction
- ◆ Not conduct spins unless with a WNCA Instructor
- ◆ Not perform simulated forced landings unless required by a company approved syllabus and accompanied by a WNCA Instructor
- ◆ Not descend below 500 feet AGL unless the aircraft is established on a stabilized approach
- ◆ Not descend below 500 feet AGL during practice simulated forced landings, except to approved runways and only with a WNCA Instructor
- ◆ Ensure proper engine operation at least every 500' when performing simulated engine failures in single engine aircraft
- ◆ Not conduct aerobatic maneuvers
- ◆ Not perform stalls, turns over 45 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft

4.8 Multi-Engine Aircraft

4.8.1 Pilots shall not perform stalls, turns over 45 degrees of bank, slow flight, unusual attitudes recoveries, or simulated engine failures unless with a WNCA Instructor.

4.8.2 Instructors shall not perform stalls, turns over 45 degrees of bank, slow flight, vmc demo, or unusual attitudes recoveries below 4,000 feet AGL,

4.8.3 Instructors shall not simulate engine failures on the runway at an airspeed greater than $60\% V_{MC}$ and only if the aircraft is still on the runway with sufficient runway remaining for a normal stop.

- 4.8.3 Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 300 feet AGL nor below recommended V_{SSE} or V_{YSE} , whichever is greater.
- 4.8.4 Instructors may demonstrate feathering of one propeller above 4,000 feet AGL and in a position where a safe landing can be accomplished on an approved runway should difficulty be encountered in unfeathering the propeller.
- 4.8.5 Instructors may only simulate engine failures, while airborne, below 4,000 feet AGL by retarding the throttle of the selected engine.
- 4.8.6 Simulated single engine go-arounds shall not be initiated or continued below 300 feet AGL.
- 4.8.7 Single engine stalls are prohibited in multi-engine aircraft.

4.9 Other Restrictions

- 4.9.1 Pilots shall not:
- ◆ Conduct formation flights
 - ◆ Use company aircraft for any commercial pursuit of any kind. This includes, but is not limited to: flight instruction, cargo hauling, surveying, photography and the like. All such operations must be conducted through company staff.
 - ◆ Use company aircraft for parachuting or sky diving
 - ◆ Takeoff with snow or frost on the aircraft
 - ◆ Land on runways with snow or ice
 - ◆ Conduct simulated emergency procedures unless a company instructor is on-board the aircraft
 - ◆ Fly outside the continental United States
 - ◆ Carry any hazardous cargo as defined in 14 CFR 49
 - ◆ Attempt to takeoff if they have made an off-airport landing
 - ◆ Attempt to takeoff if they have made a precautionary landing for a suspected aircraft malfunction
 - ◆ Conduct contact approaches
 - ◆ Hand prop any aircraft
 - ◆ Perform intentional in-flight engine shutdowns, except as provided in 4.7.4
 - ◆ Accept Land and Hold Short Operations (LAHSO) from ATC
- 4.9.2 The PIC shall occupy the left front seat in side-by-side aircraft or the front seat in tandem aircraft, except when:
- ◆ Prohibited by the flight manual
 - ◆ Weight and balance considerations dictate otherwise
 - ◆ A pilot is enrolled in an instructor pilot training program and has been endorsed by a flight instructor for solo flight in either seat, and is flying under visual flight rules in the local training area
 - ◆ The pilot is a flight instructor.

4.10 Refueling

- 4.10.1 Pilots shall:
- ◆ Turn off all aircraft power prior to refueling

- ◆ Ensure cell phones are not used during refueling
- ◆ Ground the aircraft prior to fuel servicing operations by bonding the aircraft to the refueling equipment with an approved cable before making any fueling connection to the aircraft
- ◆ Maintain the ground until fueling connections have been removed
- ◆ Not refuel if thunderstorms are present in the vicinity of the airport

Pilot Training

5.1 Training Prerequisites

- 5.1.1 Customers enrolled in any course must have a Valid Third class medical certificate prior to the first flight lesson.
- 5.1.2 Demonstration and/or introductory flights may not be conducted by non US citizens. If there is any doubt, contact the LLC Manager immediately.

5.2 Student Pilots

5.2.1 Solo Student Pilots shall NOT:

- ◆ Fly when the crosswind component exceeds 10 knots
- ◆ When the surface wind exceeds 20 knots
- ◆ Fly in the traffic pattern when weather is less than 2000' Ceiling and 3 Miles Visibility
- ◆ Fly in the local training area when weather is less than 3000' Ceiling and 5 Miles visibility
- ◆ Fly Cross Country when the weather is less than 5000' Ceilings and 5 miles visibility
- ◆ Fly more than 10 hours solo or exceed 30 days without a dual proficiency flight. This flight will include all items listed in 14 CFR 61.87 (d) and (e)
- ◆ Fly solo between the hours beginning 1 hour before Sunset and ending 1 hour before Sunrise
- ◆ Conduct simulated forced landings
- ◆ Conduct stall training, unless specifically approved by a WNCA CFI prior to each flight said training is to occur.

5.2.2 The Chief Flight Instructor shall develop standard training cross-country routes. Only the Chief Flight Instructor may authorize the use of other routes.

5.2.3 All dual portions of supervised solo flights shall include three student landings and one go-around at the airfield where the student will solo. Instructors shall ensure adequate student proficiency and be present at the airport during the solo portion of the flight. Prior to a student pilot's first unsupervised solo flight, the student pilot must have completed a satisfactory flight check with the Chief or Assistant Chief Flight Instructor.

5.2.4 On the first solo cross country flight, students shall fly to airfields where they have previously demonstrated satisfactory traffic patterns to an instructor. Students may then fly the remainder of the solo cross-country requirements to other airports approved by the Chief Flight Instructor.

5.3 Written Tests

5.3.1 Required written tests are detailed in Table 2.3.

5.3.2 All written exams will be documented on the Written Exam Answer Sheet.

5.3.4 The minimum passing score on any test is 80 percent. An instructor will correct the test to 100 percent and review all deficient areas with the customer prior to flight. Customers receiving less than 80% on a written test will be referred to the Chief Flight Instructor.

- 5.3.5 Questions should provide the customer a self-paced study of all pertinent aspects of the subject material and flow sequentially from the source documents.
- 5.3.6 Each aircraft open book test shall cover pertinent aspects of the aircraft systems, procedures, and operating limits. Computing takeoff data, including weight and balance, takeoff, climb, cruise, and landing data shall also be evaluated.

Flight Instructor Procedures

6.1 Chief and Assistant Chief Flight Instructor Responsibilities:

- ◆ Direct all flight training and checkout activities according to 14 CRF Parts 61, 91, and 141, and this manual.
- ◆ Make applicant/instructor assignments.
- ◆ Develop standardized flight check procedures and conduct random checks of actual training as appropriate.
- ◆ Appoint assistants according to 14 CFR Part 141, as needed for each course of instruction.
- ◆ Stop any pilot from flying when, in the Chief Flight Instructor's judgment, flight safety may be compromised.
- ◆ Check/evaluate ground and flight instruction for compliance with CFR Part 141 curriculum.
- ◆ Conduct required Stage Checks
- ◆ Interview all new students.
- ◆ Maintain a valid FAA Medical Certificate.

6.2 Flight Instructors Responsibilities:

- ◆ Stop any pilot from flying when, in the instructor's judgment, flight safety may be compromised.
- ◆ Act as PIC of the aircraft while conducting flight instruction.
- ◆ Maintain a valid FAA Medical Certificate
- ◆ Assist the Chief Flight Instructor, as required, in developing training and checkout procedures.
- ◆ Conduct training and checkouts according to this manual and applicable FARs.

6.2.1 Instructors will complete a checkout with the Chief Flight Instructor, or his designee, for every course of instruction, and for each make and model aircraft in which they will instruct.

6.2.2 WNC Aviation, LLC is a drug free company. All instructor pilots (or pilots providing scenic flights) are required to take pre-employment and random drug tests. All random tests are conducted on a yearly basis. Refusal to take a drug or alcohol test will be viewed as a positive test and disciplined accordingly. Any positive drug and or alcohol test will be reported to the FAA and the pilot will be removed from his/her position.

6.2.3 Instructors must complete an annual evaluation with the Chief Flight Instructor, Assistant Chief Flight Instructor, a Designated Pilot examiner, or FAA Operations Inspector for every course of training in which they instruct. The Chief Flight instructor will determine what maneuvers will be performed and what aircraft will be use for this flight.

6.3 Instructor Pilot Conduct

6.3.1 The viability of WNC Aviation, LLC is directly dependent on the service flight instructors provide our customers, and the safety of customers is directly dependant on the quality of instruction performed.

6.3.2 Instructors will conduct themselves as professionals at all times. Drug use is strictly prohibited. Alcohol use is prohibited within 8 hours of flight time. Drug and or alcohol tests will be conducted on demand for reasonable cause.

- 6.3.3 Safety always comes first. All staff members have the authority and the responsibility to call a halt to training and/or operations if they witness an unsafe or potentially unsafe act or hazardous environmental conditions.
- 6.3.4 Flight instruction is a CUSTOMER SERVICE business. The needs, desires, goals and dreams of the customer must remain paramount in everything the company does.
- 6.3.5 Instructors will wear approved company uniforms.

6.4 Pilot Checkout Procedures

- 6.4.1 Our customers come to us with widely differing flight experience; however, there is no guarantee they have ever been properly trained to fly general aviation aircraft. Your job is to conduct a thorough checkout each and every time you fly with one of our customers. The existence of this company is dependent on our safety record and our reputation for quality, which is a direct reflection of how well we conduct our training and checkout programs. Flight training is a complex business that is continuously evolving and our procedures and training programs need to evolve with them. We highly encourage your personal inputs to make these programs better. Please bring any suggestions to the Chief Instructor.
- 6.4.2 All initial aircraft checkouts and annual checkouts will be conducted according to Attachment 2. Instructors will complete all necessary items for and endorse the pilot for a Flight Review according to 14 CFR Part 61.56. Subsequent aircraft make and model checkouts will be conducted according to Attachment 2; however, the Flight Instructor need not complete the additional items necessary for the Flight Review IAW 14 CFR 61.56 and 61.57.
- 6.4.3 All initial instrument checkouts will be performed according to Attachment 2 and CFR 14, 61.56. Instructors will complete an endorsement for a Instrument Proficiency Check. Subsequent make and model checkouts for pilots with instrument ratings will include an Instrument Proficiency Check. The flight instructor must ensure the customer has demonstrated the ability to use all installed equipment under IFR conditions and engine-out in multiengine aircraft.
- 6.4.4 Instructors will ensure checkouts are conducted according to this manual and pilots are able to complete the maneuvers to the standards established in the appropriate FAA Practical Test Standards. The intent of the checkout is to ensure the pilot is capable of meeting the standards; it is not specifically designed as a flight test. In-flight instruction can be given as necessary; however, the flight instructor must be confident the pilot is capable of performing each maneuver without intervention or instruction. If a pilot cannot perform a maneuver to the required standard you will refer them to the Chief Instructor to develop an appropriate course of training. Be sure to emphasize to the customer that this retraining is for their safety and that all pilots need periodic refresher training to maintain their skills.

Maintenance Procedures

7.1 WNC Aviation, LLC does not perform maintenance operations inside the company itself.

7.2 100 Hour Inspections

7.2.1 100 Hour Inspections prescribed by 14 CFR 91.409 are required for all aircraft.

7.2.2 No company aircraft is permitted to over fly any 100 hour inspection under any circumstance.

7.2.3 Aircraft will not be dispatched on a cross-country that would exceed the 100 hour inspection.

7.3 Time Between Overhaul (TBO).

7.3.1 Aircraft components will be inspected for overhaul at the manufacturer's recommended TBO.

7.4 Grounding

7.4.1 Any pilot shall ground an aircraft, if in the pilot's opinion, the aircraft is not airworthy. Pilots shall document grounding on the aircraft discrepancy log, and the aircraft shall not be operated until released by an authorized company personnel.

7.5 Reserved

7.6 Functional Check Flight (FCF).

7.6.1 FCFs are required for aircraft being returned to service after having undergone alterations or repairs which, in the opinion of the maintenance provider could:

- ◆ Alter the flight characteristics of the aircraft.
- ◆ Affect the navigation systems of the aircraft.
- ◆ Adversely affect the operability of aircraft systems and cannot be adequately ground tested.

7.6.2 The Chief Instructor or his designee will perform FCF's of aircraft being returned to service following maintenance.

7.7 Deferred Maintenance

7.7.1 The Chief Instructor will be the final authority for approving those discrepancies the maintenance provider has determined may safely be deferred until the next scheduled inspection. Discrepancies the maintenance provider does not think can be deferred shall be considered grounding items.

7.7.2 Any deferrals will be in accordance with FAR 91.213.

Attachment 1

Pilot Requirements

Single Engine Fixed Gear Aircraft

200 Horsepower or Less:

- Airman's certificate (ASEL): Student, Private, Commercial, or ATP

201 - 236 Horsepower:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 75 hours, or 50 hours in make and model
- PIC time in aircraft with 201 - 236 horsepower: 5 hours, or 5 hours as PIC in make and model, or completion of an approved training program of not less than 5 hours

237 Horsepower or Greater:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 100 hours
- PIC time in aircraft with 237 horsepower or greater: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 5 hours

Single Engine Retractable Gear

200 Horsepower or Less:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 10 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours

Greater than 200 Horsepower:

- Airman's certificate (ASEL): Private, Commercial, or ATP
- Pilot Time: 125 hours
- PIC time in complex aircraft: 25 hours, or 5 hours PIC in make and model, or completion of an approved training program of not less than 10 hours ¹

Multi-Engine Aircraft

All Horsepower Ratings:

- Airman's certificate (AMEL): Private, Commercial, or ATP
- Pilot Time: 200 hours, of which 50 must be in complex aircraft
- PIC time in piston multi-engine aircraft: 50, or 25 hours PIC in make and model, or completion of an approved training program of not less than 15 hours

¹

Notes

1. Pilots may proficiency advance with the approval of the Chief Flight Instructor, or his designee.

Attachment 2 Pilot Checkouts

1. The minimum requirements for a Flight Review, aircraft make and model, instrument, night, and recurrency checkouts are shown in Table 2.1. All tasks indicated with an "X" must be evaluated by the instructor conducting the checkout; however, additional tasks may be accomplished and evaluated at the instructor's discretion.
2. Pilots must complete the maneuvers to the standard prescribed in the current FAA Practical Test Standards for the pilot certificate held by the pilot. Those pilots with an instrument rating must complete an instrument proficiency check irrespective of whether they intend to fly IFR.
3. Refer to Table 2.3 for the appropriate action when the customer fails to demonstrate the required proficiency on a checkout.
4. With the exception of the instrument checkout, at least three landings and a go-around must be accomplished to complete any checkout.
5. "Recurrency Checks", as defined in Table 2.1, are required when pilots have not made 3 takeoffs and landings in a particular make and model aircraft in the previous 6 calendar months.
6. Visual Scanning and Collision Avoidance will be emphasized on every checkout. Instructors will thoroughly cover the following items:
 - ◆ Runway Incursion
 - ◆ Visual Scanning Techniques
 - ◆ Use of radio for clearing
 - ◆ Aircraft Blind Areas
 - ◆ Traffic Conflicts at Uncontrolled Airports

Table 2.1: Checkout Requirements

	Checkout Type							
	Flight Review		Make & Model		Instrument		Night	Recurrency
	SEL	MEL	SEL	MEL	SEL	MEL		
I. GENERAL KNOWLEDGE								
National Airspace System	X	X			X	X		
Company Restrictions	X	X			X	X	X	X
Aeromedical Factors	X	X			X	X	X	X
Local Procedures	X	X			X	X	X	X
Spin Awareness	X	X	X	X	X	X		X
Wake Turb. and Wind Shear Avoid.	X	X	X	X	X	X		X
Engine Inop. Principles of Flight		X		X		X		X ₁
II. PREFLIGHT PREPARATION								
Certificates and Documents	X	X						X
Weather Information	X	X			X	X		X
Cross-Country Flight Planning	X	X	X	X	X	X		
Performance and Limitations	X	X	X	X	X	X		X
Minimum Equipment List	X	X	X	X	X	X	X	X
III. PREFLIGHT PROCEDURES								
Preflight Inspection	X	X	X	X	X	X	X	X
Cockpit Management	X	X	X	X	X	X	X	X
Engine Starting	X	X	X	X	X	X	X	X
Taxiing	X	X	X	X	X	X	X	X
Before Takeoff Check	X	X	X	X	X	X	X	X
IV. AIRPORT OPERATIONS								
Radio Comm. & ATC Light Signals	X	X	X	X	X	X	X	X
Traffic Patterns	X	X	X	X			X	X

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Airport/Runway Markings/Lighting	X	X	X	X	X	X	X	X
V. TAKEOFF, LAND., GO-AROUND								
Normal & Crosswind Takeoff/Climb	X	X	X	X	X	X	X	X
Normal & Crosswind Approach/Landing (Includes No-Flap)	X	X	X	X	X	X	X ₂	X
Short-Field Takeoff/Climb	X	X	X	X				X
Short-Field Approach/Landing	X	X	X	X				X
Soft-Field Takeoff/Climb	X		X					X ₃
Soft-Field Approach/Landing	X		X					X ₃
Forward Slip To A Landing	X		X					
Go-Around	X	X	X	X	X	X	X	X
Landing From a Circling Approach					X	X		

Table 2.1: Continued

	Checkout Type							
	Flight Review		Make & Model		Instrument		Night	Emergency
	S E L	M E L	S E L	M E L	S E L	M E L		
VI. PERFORMANCE MANEUVERS								
Steep Turns	X	X	X	X	X	X	X	X
VII. NAVIGATION								
Pilotage and Dead Reckoning	X	X					X	
Navigation Systems/Radar Services	X	X	X	X	X	X	X	
Diversion	X	X			X	X	X	
Lost Procedures	X	X					X	X
Enroute Weather	X	X			X	X		
VIII. SLOW FLIGHT AND STALLS								
Slow Flight	X	X	X	X				X
Power-Off Stalls	X	X	X	X	X	X		X
Power-On Stalls	X	X	X	X	X	X		X
IX. INSTRUMENT PROCEDURES								
Straight and Level Flight	X	X	X	X	X	X	X	X

Constant Airspeed Climbs/Descents	X X X X X X X	4 4
Timed Turns to Magnetic Headings	X X	4 4
Recovery from Unusual Attitudes	X X X X X X X X	4 4 6
Radio Comm, Nav Systems	X X X X X X X X	
Holding	X X	
VOR Instrument Approach Procedure	X X	5 5
NDB Instrument Approach Procedure	X X	5 5
ILS Instrument Approach Procedure	X X	5 5
Missed Approach Procedure	X X	5 5
Circling Approach Procedure	X X	
X. EMERGENCY OPERATIONS		
Loss of Communications	X X	X X X X
Emergency Descent	X X X X X X X X	
Emergency Approach and Landing	X X X X	X
Systems and Equip. Malfunctions	X X X X X X X X	
Aborted Takeoff	X X X X	
Engine Failure Before VMC	X X X X	

Operation of X X X X X X X X
Systems

- Note 1:** Accomplish if recurrency is given in a multi-engine aircraft
- Note 2:** At least one approach must be flown without the use of the landing light
- Note 3:** Required only for single engine land recurrency
- Note 4:** This task must be accomplished both full and partial panel (Primary Attitude and Heading Indicators simulated inoperative).
- Note 5:** At least one approach and missed approach must be flown partial panel.
- Note 6:** For the purpose of the night checkout, Unusual Attitudes shall be limited to ± 5 degrees of pitch and/or ± 15 degrees of bank.

Table 2.2: Written Testing Requirements

PIC Status	Test Required	When
1. Customer- PIC	a. Aircraft Make & Model b. Instrument c. Recurrency	a. Prior to acting as PIC in that aircraft make & model. b. Prior to exercising instrument privileges as PIC, and due by the end of the 12th calendar month thereafter. c. If a pilot has gone non-current in an aircraft make & model, the closed book portion of the aircraft written test must be reaccomplished prior to the recurrency checkout flight.

**Table 2.3:
Required Actions for Complete, Incomplete, or Lack of Performance Checkouts**

If	and the check is	then
1. The customer satisfactorily completes all required maneuvers	any type of check	the check is complete. Complete and sign the Pilot Activity Log
2. The customer does not complete all required maneuvers	a. Initial Flight Review	a. the checkout is incomplete and customer cannot act as PIC of any company aircraft.
	b. Flight Review	b. the check is incomplete; however, the customer may continue to exercise PIC privileges in any aircraft they are current and qualified until the end of the 12th calendar month after initial flight review.
	c. Aircraft Make & Model	c. the check is incomplete and customer may not act as PIC in that make/model aircraft.
	d. Initial IPC	d. the check is incomplete and the customer may not exercise instrument privileges.
	e. IPC	e. the check is incomplete; however, the customer may continue to exercise instrument privileges in any company aircraft in which they are current and qualified until the end of the 6th calendar month after the previous instrument check.
	f. Night	f. the check is incomplete and the customer may not act as PIC at night.

