AEROSPACE

Program Operations Manual

Safety and Operating Policy

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AEROSPACE

Program Operations Manual (POM)

Document Introduction: This document serves as a guide for all pilot training operations conducted by Polk State Aerospace. All Aerospace Program students, instructors, faculty, and staff are required to become familiar with this document and complete a written or oral knowledge test to demonstrate understanding of its content prior to operating any Polk State Aerospace aircraft or flight simulation devices and prior to teaching any academic or flight training courses within the Aerospace Program. Further, students, instructors, faculty, and staff are required to maintain a current copy of this document, including all revisions, as long as they are enrolled in Polk State Aerospace courses, participating or conducting flight training within the Aerospace program, or serving as Aerospace faculty.

Program Operations Manual (POM) adherence is a requirement for continued study and employment within Polk State Aerospace. Violations of POM guidance can lead to unsafe activities, increased risk, and injury or death. All violations are considered to be serious and are investigated by Aerospace Program staff. Intentional or repeated POM violation may result in expulsion from the Aerospace Program or termination of employment with the College.

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RECORD OF CHANGES

Version Number	Version Date	Affected Sections	Description of Change	Effective Date	Edited By
5.1	201208	3.3	Section 3.3: Updated program dress code; Section 3.12: Updated college leadership contact information	1/4/2021	E. Crump
5.0	190809	All	**New Version 5.0:** Minor formatting and alignment changes throughout; Section 3.3: Dress code policy reworked in its entirety. Clarified Policy 3.3 and added guidance on dress code for special events; Section 3.9: Added new section on tobacco use and similar nicotine-containing products. Remaining sections were renumbered accordingly; Section 3.12: Updated contact info for new Academic Dean; Section 3.13: Removed requirement for mandatory attendance at monthly pilot meetings; Section 3.14: Clarified requirement for attending and completion Basic/Recurrent Indoctrination Training; Section 6.1: Clarified requirement to complete a written navigation log and flight plan prior to all flights outside the local area. Added requirement for instructor/staff approval for all solo flights prior to dispatch; Section 6.6: Clarified policy on vanity cancellations for personal reasons; Section 6.10: Added requirement to use a ladder for all Cessna refueling operations; Section 7.1: Added requirement for PTs to use new Aircraft Acceptance Checklist to document preflight preparation items to obtain an instructor/staff release prior to dispatch; Section 7.11: Added prohibition of engine shutdown during training flights at outstations; Section 7.12: Increased aircraft cleaning fee to $25.00 in the event PTs do not remove trash after flight operations, Section 7.14: Added requirement for PTs to use new Aircraft Return Checklist to document postflight items and to obtain an instructor/staff confirmation prior to closing out training operations; Section 8.1: Added requirement for solo flights to be returned and secured no later than 30 minutes prior to sunset. Added specific prohibition on solo flight on an instrument flight plan. Added prohibition on repeated solo landing practice unless	8/9/2019	E. Crump

			specified by the training syllabus; Section 8.20: Added new section dealing with the use of electronic flight bags (EFBs) on training flights; Section 10.2: Added reference to Schedule Access and Acceptance Policy document; Appendix D: Approved airports list updated; Appendix H: Added new appendix detailing Aircraft Acceptance Checklist and Aircraft Return Checklist documents. Remaining appendices were renumbered accordingly.		
4.3	190107	App D	Added new airports to approved airports list	1/7/2019	E. Crump
4.2	180907	3.6	Passenger carrying policy amended.	9/7/2018	E. Crump
4.1	171221	5.1	General: Corrected links to Aerospace Operations Portal throughout document; Section 5.1: Changed weather minimum table for IFR flight.	1/6/2018	E. Crump
4.0	170818	All	**New Version 4.0:** Minor formatting and alignment changes throughout; Section 3.5: Policy added to require recency of experience prior to an EOC or practical test; Section 3.6: Clarified passenger carrying restrictions; Section 3.11: Updated Dean and Program Coordinator contact information; Section 3.12: Removed text messaging information as program no longer exists; Section 4.3: Updated evacuation plan information for Airside East campus and included evacuation map; Section 5.1: Clarified ceiling definition for pilots who already hold a Private or Commercial certificate; Section 6.1: Added requirement that flights outside the local area must activate a flight plan and obtain VFR flight following from ATC; Section 6.3: Revised departure after delay information to standardize content for local and cross-country flights; Section 6.8: Policy statement added requiring the reporting of known airworthiness discrepancies; Section 6.9: Policy added prohibiting PTs and IPs from returning an aircraft to service; Section 6.11: Contact information updated; Section 7.8: Require all run-ups at KLAL to be performed in a designated run-up area; Section 8.1: Removed prohibition on failing G1000 components with circuit breakers; Appendix B: KLAL airport diagram updated; Appendix D: Moved and renamed Appendix H; Appendix G: New appendix added for Discrepancy Form.	8/18/2017	E. Crump

3.3	161216	1, 3.7 6.8, 6.9 7.12, 8.9	Added aircraft cleaning fee; clarified policy for chocking aircraft; added Positive Aircraft Handoff procedure and clarified aircraft tiedown requirements; updated landing checklist procedures; updated instructor quali-fication requirements.	12/16/2016	M. Courtney
3.2	160815	1 6-9 App G	Added definitions for Critical Phases of Flight, and Sterile Cockpit Rule to Section 1; Added Sterile Cockpit references to Sections 6, 7, and 8; Added fire extinguisher locations to Section 9; Added Appendix G, Florida College System Risk Management Consortium ACCIDENT – IN-CIDENT REPORT.	08/15/2016	M. Courtney
3.1	160504	6.1 6.2 6.10 6.11 App G	Updated: Definitions "night" re solo flights; Section 6.1, added requirement to sign in-voice; Section 6.2, added additional after hours operating requirements; Section 6.7, added clarification re cancellation due to weather; Section 6.10, added content regard-ing aircraft fueling; Section 6.11, updated con-tact information; Appendix G, updated Flight Dispatch Form to current version.	05/05/2016	M. Courtney
3.0	160104	All	**New Version 3.0:** Minor formatting changes to definitions to improve consistency; Up-dated definition of Stabilized Approach to comply with FAA AC 61-98C; Added definition for "operator" and touchdown zone elevation relating to Stabilized Approach definition; Added Monthly Pilot Meeting requirement to Section 3.12; Added PQ Card example to Sec-tion 5.3; Updated Section 10.1 to clarify stu-dent account funding requirements, and defi-nition of course costs as minimum amounts; Updated Section 10.2 regarding minimum course costs vs. estimated course costs; Re-moved obsolete Dispatch Form from Appendix B and re-indexed appendices; Changed pro-gram facility addresses to account for move to new facility; Updated program contact and ad-dress information in all sections.	01/04/2016	M. Courtney
2.1	151006	5.1 7.1 8.1 8.16 App H	Updated Section 5.1 weather minimums, re-moved night solo weather minimums; Added reference to Section 7.1 regarding Polk State Aerospace Flight Dispatch Form; Added prohi-bition of night solo flights to prohibited opera-tions to Section 8.1 and 8.16; Added Appendix H, Polk State Aerospace Flight Dispatch Form.	10/06/2015	M. Courtney

2.0	150819	All	**New Version 2.0:** Section 2.6 Checklist Usage updated to reflect current checklists; Sections 3.5 & 10.2 removed reference to Flight Lab Training Activity Form; Section 3.5 add weekly flight lab requirement, requirement for instructor approval for scheduling flights, and withdrawal policy for insufficient training activity; Added reference to APRB as Section 3.10; Added 3.12 Program Communication Policy; Updated 3.13 Basic Indoctrination; Section 5.3 added student request and agreement to weather variations; Updated staff contact information; Section 6.6 updated to remove reference to Appendix H; Section 8.1 prohibition for students to perform any maintenance on aircraft; Added Authorized Airports List as Appendix F; Re-ordered FAA 14 CFR PART 141 Safety Practices and Procedures Reference Matrix as Appendix G; Various editorial changes.	08/19/2015	M. Courtney
1.2	141214	1 2.6 6.3 8.1 8.2	Added Visual Vertical Guidance to Section 1. Added clarification regarding accomplishing the Before Takeoff Check as a two-step process to Section 2.6 and 8.2. Updated FLTAF submission policy. Added clarification regarding "F-checklists" and checklist usage in the traffic pattern to Section 2.6 and 8.2. Added Re-dispatch after Flight Delay or Flight Cancellation at an Outstation to Section 6.3. Added requirement for visual vertical guidance during night operations to Sections 8.1 and 8.16. Added prohibition to Section 8.1 regarding changes to G1000 fields. Added policy for simulating G1000 (and other) failures to Section 8.1.	12/12/2014	M. Courtney
1.1	140929	2	Removed LOEP. Changed checklist references and illustrations to black and white and clarified how checklists are to be completed for single-pilot operations.	09/29/2014	M. Courtney
1.0	140802	All	Revision: Original	08/02/2014	E. Crump M. Courtney

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SECTION 1: DEFINITIONS AND ABBREVIATIONS

Objective: *To identify important terms and abbreviations used throughout this document.*

Many aerospace-industry-specific terms, phrases, and acronyms are in common use. The following list will help you understand this document and the basic vernacular used in the aerospace field. Consult Title 14 of the Code of Federal Regulations and other FAA/industry resources for additional definitions and abbreviations.

Term	Abbreviation	Definition
Above Ground Level	AGL	The measured or calculated distance between the lowest part of an aircraft's structure to the surface directly below an aircraft.
Aerospace Operations Portal	AOP	The *Aerospace Operations Portal* contains operational documents, information, and safety-related material for use in the Polk State Aerospace program. The portal is open only the Polk State Aerospace program. The site can be accessed at https://canvas.polk.edu/courses/853.
Aerospace Program Review Board	APRB	The Polk State College *Aerospace Program Review Board* is a monitoring and intervention process to promote student success in academics, flight training, and professional conduct.
Aerospace Safety Team	AST	The Polk *State Aerospace Safety Team* is a group of volunteers within the Aerospace Program who give of their time and effort to further the cause of safety in Polk State Aerospace while also being ambassadors of a positive safety culture. See section 2.3 of this manual and the Aerospace Operations Portal for more information.
Airplane Flight Manual	AFM	Means a manual containing limitations, within which an aircraft is to be considered airworthy, and instructions and information necessary for the safe operation of the aircraft. Used interchangeably with Pilot Operating Handbook (POH) in this document.
Assistant Chief Instructor	ACI	The senior instructor who reports directly to the Chief Instructor. This position assists the Chief Instructor with conducting required duties, usually specializing in one or more specific areas of oversight. The qualifications and duties of this position are defined in 14 CFR Part 141.
Arrival Time	ARR-T	The arrival time denotes the time in which the aircraft has been parked in its designated parking spot and from which the postflight securing and debriefing processes may begin.
Check Instructor	-	An instructor pilot who meets the requirements of 14 CFR Part 141 to conduct evaluation flights specified by the approved training curriculum. This position reports to the ACI.
Chief Instructor	CI	The senior instructor responsible for safety, curriculum adherence, quality of instruction, instructor supervision, and standardization. The qualifications and duties of this position are defined in 14 CFR Part 141.
Closed Traffic	-	Successive operations involving takeoffs and landings or low approaches where the aircraft does not exit the traffic pattern. See also *Pattern* and *Traffic Pattern*.
Crew Resource Management	CRM	The active process employed by crewmembers to identify existing and potential threats and to develop, communicate, and implement plans and actions to avoid or mitigate perceived threats.
Crewmember	-	When used in general terms in reference to Polk State Aerospace operations, a *crewmember* is any person attached to the operational process, including pilots-in-training, all flight instruction staff, campus faculty, college administration, and support staff. A "required crewmember" refers to a person legally required to conduct a flight operation, such as a certificated flight instructor conducting pre-solo flight training, or a second-in-command in an aircraft requiring two crewmembers.

Critical Phase of Flight	-	Includes all ground operations and all flight operations, except during cruise flight. Polk State Aerospace guidance: The critical phase of flight begins when the **Aircraft Acceptance** checklist is started and continues until the aircraft is established in cruise flight at any altitude. The critical phase of flight resumes when the initial descent for landing begins and ends when the **Parking** checklist and all items associated with that checklist have been completed.
Cross-Country (Flight)	XC	Any flight more than 50 nautical miles from the airport at which the flight originated and that includes a landing at an airport other than the airport at which the flight originated.
Departure Time	DEP-T	The time when the operation is scheduled to leave the ramp (for flight operations) or otherwise begin (for ground or simulation operations).
Dispatch Time	DIS-T	The time when an operation is dispatched to a PT. Flight planning, weight and balance calculations, performance determinations, and the Preflight Risk Assessment Form for the operation must be completed by this time.
Evaluation Flight	-	A stage check, progress check, certificated student assessment, other internal evaluation flight designed to assess a PT's readiness for the next operational activity in the approved training curriculum.
Flight Determination	-	The Go/No-Go decision for a flight departure based upon the Polk State Aerospace SMS and the PRAF.
Go-around	-	A discontinued landing attempt resulting in a maximum power climb away from the landing attempt. Once a go-around is begun, it must be continued.
Instructor Pilot	IP	An instructor pilot is an individual who provides ground or flight instruction to a pilot in training. An instructor pilot must hold ground and/or flight instruction privileges from the FAA.
Land As Soon As *Possible*	-	Land without delay at the nearest suitable landing area at which a safe approach and landing is assured. This statement applies typically to emergency situations or operations.
Land As Soon As *Practical*	-	Land at the nearest approved landing area where suitable repairs can be made. This statement applies typically to non-normal situations that are not an immediate threat to safety of flight.
Local Flight	-	Any flight that remains within 50 nautical miles from the airport from where the flight originated and/or aircraft operating in the traffic pattern, within sight of the airport, operating in specified-local practice areas, or aircraft conducting practice instrument approaches at the airport from which the flight departed.
Mentor Instructor	-	A senior instructor pilot with oversight over other instructor pilots. This position facilitates standardization and assists newly-employed instructor pilots with standardization and instructional quality assurance. This position is also tasked with mentorship and guidance of all PTs. This position reports to the ACI.
Must	-	The word *must* in the context of this manual means that the provision, reference, or requirement is mandatory in all cases. *Must* and *shall* are used interchangeably.
Night	-	Night, with reference to the prohibition of Polk State College solo flights at night, means the period beginning at sunset and ending at sunrise.
Observation Flight	-	An operation in which a pilot in training acts as a non-crewmember observer or in which an instructor pilot or senior instructor observes the crew coordination between two pilots-in-training, both already holding an FAA pilot certificate, operating as a flight crew.
Operation	-	An operation is a training activity in the approved training curriculum. Operations may involve self-study, ground training, simulation training, flight training, or some combination of these activities.
Operator	-	As used in this document, *operator* means the organization that authorizes the use of an aircraft for air navigation. The operator exercises authority over initiating, conducting, or terminating a flight, and determines the procedures used to operate the aircraft.
Outstation	-	Any airport other than the Polk State Aerospace primary flight training location.
Pattern	-	Used interchangeably with *traffic pattern* in this manual. See *Traffic Pattern*.

Preflight Risk Assessment Form	PRAF	The initial step of the risk-management process for Polk State Aerospace operations is conducted using the *Preflight Risk Assessment Form*. This two-page form guides the user through a three-step risk management process that assists in making a flight determination.
Pilot In Command	PIC	*Pilot in command* means the person who (1) Has final authority and responsibility for the operation and safety of the flight; (2) Has been designated as pilot in command before or during the flight; and (3) Holds the appropriate category, class, and type rating, if appropriate, for the conduct of the flight.
Pilot Flying	PF	The pilot responsible for physically manipulating the flight controls when flying in a crew or instructor/student environment. In 14 CFR Part 91 operations, this term can refer to a pilot in training during a flight evaluation, to a certificated pilot flying under simulated instrument conditions with a safety pilot, or to the pilot-in-command of an aircraft with two pilot seats both of which allow access to the airplane's flight controls. The PF is the pilot who is physically maneuvering the aircraft.
Pilot Operating Handbook	POH	Means a manual containing limitations, within which an aircraft is to be considered airworthy, and instructions and information necessary for the safe operation of the aircraft. Used interchangeably with approved Airplane Flight Manual (AFM) in this publication.
Pilot Monitoring	PM	A *pilot monitoring* the actions of the pilot flying (PF) when operating in a crew or multi-pilot environment. In 14 CFR Part 91 operations, this term can refer to a flight evaluator, to a certificated pilot acting as a safety pilot for another certificated pilot practicing simulated instrument flight, or to the second-in-command (or certificated pilot passenger), or a student pilot and a flight instructor in an aircraft with two pilot seats both of which allow access to the airplane's flight controls. The PM is responsible for assisting the PF, as necessary and as instructed, while also verifying that the aircraft is operated in a safe manner.
Pilot Not Flying	PNF	See *Pilot Monitoring.*
Pilot In Training	PT	A *pilot in training* (PT) is an individual who is being instructed or conducting operations that will lead to FAA pilot certification or being instructed or conducting operations to establish or maintain competence or currency. A PT may or may not hold an FAA pilot certificate. Anyone receiving training from an authorized instructor is a PT.
Positive Aircraft Handoff	-	*Positive Aircraft Handoff* means direct, face-to-face contact *and* agreement between inbound and out-bound crews regarding the transfer of responsibility for an aircraft. When this occurs, the outbound crew has accepted responsibility for the aircraft from the time the handoff is accomplished. In all cases, the aircraft must be tied down if there is any question that safety might be affected or that property damage might occur if the aircraft is not tied down.
Primary Instructor	PI	The instructor pilot having primary responsibility for a given pilot in training. This position is chiefly responsible for the PT's progress through the approved training curriculum as well as for all recordkeeping requirements.
Program Staff	-	*Program staff* includes aerospace faculty, student workers, and administrative personnel.
Report Time	REP-T	The time when a PT is required to arrive at the assigned training location. All assigned study and reference material must be reviewed and all assignments must be completed by this time.
Return Time	RTN-T	The *return time* for a scheduled operation is the time that the dispatch packet is returned to the dispatch counter, not the time the aircraft arrives back on the ramp.
Request	RQST	Abbreviation used in Polk State Aerospace Checklists for the word *request*.
Safety Management System	SMS	A program designed to provide a systematic approach to achieving acceptable levels of safety risk.

Safety Reporting Program	SRP	The Polk State Aerospace *Safety Reporting Program* (SRP) is a voluntary, non-punitive program designed to assist the College in analyzing lapses in safety with a goal of predicting and mitigating future errors. Refer to section 2.3 of this manual, and the Aerospace Operations Portal for additional information.
Secondary Instructor	SI	The instructor pilot who serves as a backup for a given pilot in training. This position is responsible for filing in if the primary instructor is unable to conduct a given training operation. This position is also available to coach PTs and provide assistance when needed.
Senior Instructor	-	A broad category of authorized instructors who are senior to line instructor pilots. This position reports to the ACI.
Shall	-	The word *shall* in the context of this manual means that the provision, reference, or requirement is mandatory. *Shall* and *must* are used interchangeably.
Single-Pilot Resource Management	SRM	The art and science of managing **all** resources (both on-board the aircraft and external to the aircraft) available to a single-pilot (prior to and during flight) to ensure that the successful outcome of the flight is never in doubt.
Stabilized Approach	-	A *stabilized approach* must meet <u>all</u> of the following criteria: Only minor deviations from stabilized conditions are acceptable. If minor deviations occur, a correction of the deviation must begin immediately or a go-around/missed approach must be initiated. The airplane must be stabilized by 1,000 feet above airport or touchdown zone elevation (as appropriate) in instrument meteorological conditions (IMC), and by 500 feet above airport elevation during straight-in approaches in visual meteorological conditions (VMC). (1) **Glide Path:** The airplane is on the correct flight path. Typically, the glide path is 3 degrees to the runway touchdown zone (TDZ) (obstructions permitting). (2) **Heading:** The airplane is tracking the extended centerline to the runway with only minor heading/pitch changes necessary to correct for wind or turbulence to maintain alignment. Bank angle should not exceed 15 degrees on final. (3) **Airspeed:** The airplane maintains a constant airspeed within +10 knots indicate air speed (KIAS)/-5 KIAS of the recommended landing speed specified in the pilot's operating handbook (POH), on approved placards/markings, or as specified by the aircraft operator for the approach and landing maneuver being conducted. (4) **Configuration:** The airplane is in the correct landing or approach configuration with flaps as required, landing gear extended, and the airplane is in trim. (5) **Rate of Descent:** Descent rate is a constant and no greater than 500 feet per minute (fpm). If a descent greater than 500 fpm is required due to approach considerations, it must be reduced prior to 300 feet above ground level (AGL) and well before the landing flare and touchdown phase. (6) **Power Setting:** Power setting is appropriate for the airplane configuration and is not below the minimum power for approach as defined by the POH. (7) **Checklists/Briefings:** All briefings and checklists (except the landing checklist) completed prior to initiating the approach. NOTE: If an approach becomes unstabilized below 300 feet AGL, the pilot must initiate an immediate go-around.
Standard Operating Procedures	SOPs	Mandated procedures for the conduct of various operations within Polk State Aerospace. SOPs are defined by this document. SOP adherence is mandatory unless the PIC determines that deviation from SOP is required to meet an emergency.

Sterile Cockpit Rule	-	The sterile cockpit rule requires crewmembers to refrain from engaging in activities that could distract them from the performance of their duties during critical phases of flight. Non-safety related cockpit activities and communication by crewmembers are prohibited by the sterile cockpit rule during critical phases of flight. Activities related to flight instruction are permitted during *all* phases of flight and are *not* restricted by the sterile cockpit rule. Note: AC 91-73B advises instructors to, "limit [to the extent possible considering instructional requirements] cockpit instruction during critical phases of flight, particularly during taxiing, to mitigate the risks of a runway incursion or other surface incident." The sterile cockpit rule applies to all ground operations and all flight operations, except during cruise flight. (See Critical Phase of Flight.)
Touchdown Zone Elevation	TDZE	The highest elevation in the first 3,000 feet of the landing surface. TDZE is indicated on the instrument approach procedure chart when straight-in landing minimums are authorized.
Traffic Pattern	-	The traffic flow that is prescribed for aircraft landing at, taxiing on, or taking off from an airport. The components of a typical traffic pattern are upwind leg, crosswind leg, downwind leg, base leg, and final approach. *Traffic pattern* is used interchangeably with *pattern* in this manual.
Visual Vertical Guidance	-	*Visual vertical guidance* means a system of lights arranged to provide visual descent guidance information during the approach to a runway. These systems are described in the Aeronautical Information Manual, Chapter 2, Aeronautical Lighting and Other Airport Visual Aids, 2–1–2, Visual Glideslope Indicators. Approved types of visual vertical guidance include Visual Approach Slope Indicator (VASI), Precision Approach Path Indicator (PAPI), Tri–Color Visual Approach Slope Indicator (Tri–Color VASI), and Pulsating Visual Approach Slope Indicator (PVASI)

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SECTION 2: SAFETY POLICY

Objective: To explain the focus on and passion for safety that is an intrinsic component of the Polk State Aerospace operational culture.

2.1   Safety Management System Description

The Polk State Aerospace program embraces and practices Safety Management System (SMS) concepts based upon guidance from Advisory Circular 120-92A, Introduction to Safety Management Systems for Aviation Service Providers. The Polk State Aerospace SMS consists of four primary components. The first three (1) Safety Policy, (2) Safety Risk Management, and (3) Safety Assurance applied and used in concert result in an overall (4) Safety Promotion environment within which all Polk State Aerospace students, faculty, and staff function.

Safety is the first priority and is the primary goal upon which all Polk State Aerospace activities are based. The Polk State Aerospace Program Operations Manual (POM) is the standard reference for safety and operating policy within the program.

Figure 2-1: Structure of the Polk State Safety Management System

An effective SMS requires a free and unrestricted flow of information. Safety reporting is a necessity that will help prevent incidents and accidents. Polk State Aerospace administration, faculty, and staff fully support all SMS principles and encourage and expect all participants and crewmembers to become safety ambassadors for the program.

The Polk State Safety Reporting Program (SRP) and the Polk State Aerospace Safety Team (AST) are essential components of the Safety Management System. Reporting safety concerns and/or lapses is encouraged among all participants in the Polk State Aerospace Program. More information on the Safety Reporting Program can be found later in this section.

POLICY 2.1a: *Information supplied voluntarily through the Polk State Safety Reporting Program (which does not involve negligence, deliberate violations, or criminal acts) will not be used for punitive action or implication of guilt by anyone participating in the program.*

POLICY 2.1b: *This Program Operations Manual document is considered a regulatory, governing document for all Polk State Aerospace operations and crewmembers. All crewmembers must familiarize themselves with this document and all revisions made to it. Continued employment with or enrollment in Polk State Aerospace is contingent upon adherence to all policies and procedures in this document.*

2.2   Risk Management

Risk management is the part of the decision-making process which relies on situational awareness, problem recognition, and good judgment to reduce risks associated with each flight. Ultimately, the risk management process can help you make valid, realistic determinations as to whether a flight operation should be conducted, continued, or cancelled.

The risk management process has four steps: (1) *Risk awareness*, (2) *Risk intervention*, (3) *Risk evaluation*, and (4) *Continuing risk assessment.*

Step 1: Risk awareness involves familiarizing oneself with all aspects of an intended or ongoing flight operation. This step in the risk management process requires that you perform an honest evaluation of *all* factors affecting—or that might affect—a given operation. This step begins with the **PAVE** checklist:

Checklist Component	PAVE Checklist for Risk Awareness [1]
P = **P**ilot	Currency, recency, fatigue, experience, physical and emotional condition
A = **A**ircraft	Equipment, airworthiness, experience in type, fuel reserves, performance
V = en**V**ironment	Weather, wind, airport familiarity, runway conditions and length, time of day, terrain
E = **E**xternal Pressures	Available alternatives, flight complexity, flight importance, delay/diversion impacts
Note:	[1] Includes but is not limited to the items listed

Step 2: Risk intervention strategies come into play once you are aware of the risks involved in a flight. These strategies are used to lessen the impact of any identified risks. Risk intervention is a key component in the risk management process. Action to eliminate or mitigate identified risk is required. Risk intervention is the step in the risk management process where you start to do something about risks you have identified. The **TEAM** Checklist can be used to guide this process.

Checklist Component	TEAM Checklist for Risk Intervention
T = **T**ransfer	Can the risk-related decision be transferred to someone else? Can you involve someone who is more experienced, such as a more senior pilot, a flight instructor, or an administrator?
E = **E**liminate	Is there a way to eliminate the risk altogether, such as by delaying your departure, taking a different airplane, or getting maintenance work accomplished? Is there a need to cancel the flight entirely?
A = **A**ccept	Based on the potential likelihood and severity of the risk, is it advisable to accept the risk? Are there any additional hazards or risks that must be evaluated if you accept?
M = **M**itigate	What options do you have that can lessen the impact of the risk? Can you plan for an additional diversion option or can you get additional information to assist you?

Step 3: Risk evaluation is the part of the risk management process where you make a go/no-go decision. This is called "Flight Determination." Evaluating the likelihood and severity of risks affecting the operation permits an educated decision. Some go-decisions combined with certain combinations of risk level and pilot in training (PT) experience, require instructor or administrator review and approval before a flight can depart. Flight Determination is a critical component of the Polk State Aerospace Preflight Risk Assessment Form (PRAF).

Overall Risk Level	Student, Pre-Solo	Student, Post-Solo	Private Pilot	Private, Instrument	Commercial Pilot
Normal Risk	Dual only	Solo allowed*	Solo allowed	Solo allowed	Solo allowed
Elevated Risk	Dual only*	Dual only**	CFI review*	CFI review*	CFI review*
High Risk	Not permitted**	Dual only**	Dual only**	Not permitted***	Not permitted***

A certificated flight instructor assigned to the student must review the risk assessment form and authorize the flight.

**A Chief Instructor may allow unrestricted flight to continue, but only after reviewing the form with the student.*

***A Polk State Aerospace administrator may allow the flight to continue, but only after reviewing the form with the student.*

Figure 2-2: Flight Determination excerpt from Preflight Risk Assessment Form

POLICY 2.2a: *All Polk State Aerospace PTs must complete a Preflight Risk Assessment Form (PRAF) prior to beginning every flight. A copy of the completed form must be attached to the dispatch release prior to departure.*

Step 4: Continuing Risk Assessment

Once an initial *Go-decision* has been made for a flight, and once the flight is underway, crewmembers need a structured way to ensure the risk management process continues throughout a flight. To ensure that this requirement is met, standard practice for all Polk State Aerospace flight operations is to conduct regular 5-P assessments as explained in Chapter 6 of the *FAA Risk Management Handbook.*

The 5 Ps are used to evaluate the current and the projected operational situation at key decision points during a flight and when an abnormal, emergency, or unexpected situation arises. The 5-P check provides a structured way to manage resources, events, changes, and challenges that occur during a flight. These decision points include preflight, pre-takeoff, hourly (or at the midpoint of the flight), pre-descent, and just prior to the final approach fix or for VFR operations, just prior to entering the traffic pattern.

The 5-P assessment is accomplished as described below:

1. **Plan**	Review, evaluate, and update the operational plan as necessary during every flight. The plan includes existing and planned items such as weather, route, fuel, and *any* events or conditions that can affect a flight. The plan must be reevaluated and updated any time changes occur or are discovered.
2. **Plane**	Consider the mechanical functioning of the airplane, its systems, and equipment. Consider how any actual or projected changes may affect aircraft performance or aircraft capability and how any such changes can affect the plan.
3. **Pilot**	Use the "IMSAFE" checklist to assess your performance and operating capability during a flight. In addition, if operational conditions change, consider your capability, experience, training, and level of currency to deal with the changes. Be honest with yourself!
4. **Passengers**	Keep passengers informed as to the status of the flight, but do not allow passengers' desire to get to a destination to unduly affect your judgment concerning continuing a flight if conditions worsen. Emphasize and enforce sterile cockpit procedures as necessary, and solicit help from passengers—as appropriate—based upon their capabilities.
5. **Programming**	For advanced avionics systems, plan in advance when and where programming for approaches, route changes, and airport information gathering should be accomplished. Perhaps, more important, preplan times when programming will *not* be accomplished. You may update the programming to meet changing conditions, but remember that *flying the airplane,* not programming the avionics, is the pilot's primary and most important duty.

POLICY 2.2b: *All Polk State Aerospace PTs must complete a 5-P assessment whenever operational or situational changes occur, and at specified times and places during **every** flight.*

2.3   Safety Reporting Program

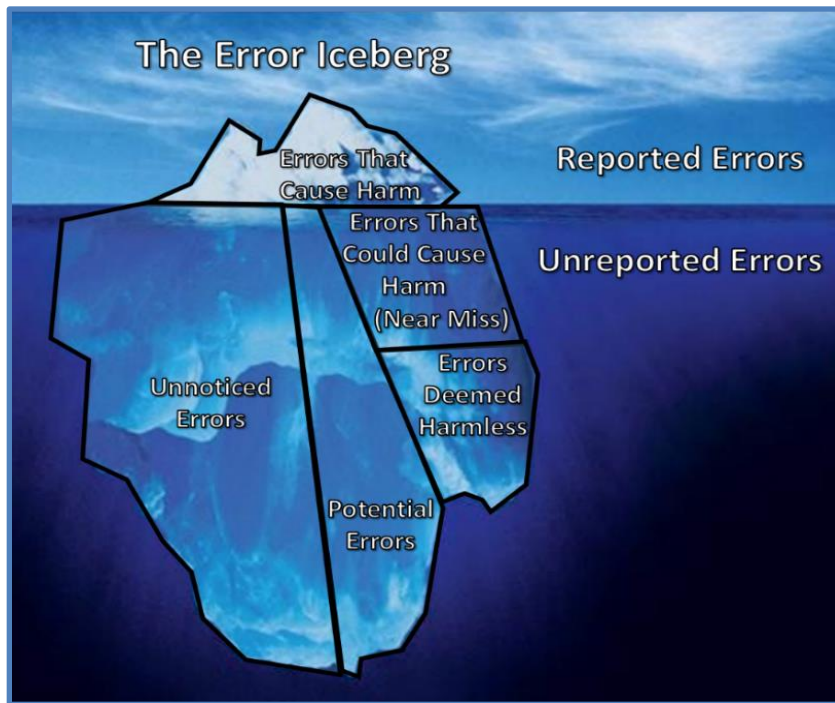The Polk State Aerospace Safety Reporting Program (SRP) is a critical component of the SMS; it helps create, maintain, and promote a positive safety culture in all operations. The SRP uses a Safety Reporting Form to gather data on actual or suspected lapses in safety involving Polk State Aerospace operations. The safety reporting form is available online at the Polk State Aerospace Operations Portal.

Figure 2-3: The Error Iceberg illustrates the need for safety reporting in Accident/incident prevention.

The SRP is a voluntary, non-punitive program that is available to all Polk State Aerospace crewmembers and program participants. Your participation is both highly coveted and urgently needed. Information gained through this program is essential to our ability to recognize patterns and determine the need for additional training or revision to existing policies and procedures.

As the Error-Iceberg analogy illustrated in the figure above suggests, safety lapses and operational errors occur every day and on every flight, but go largely unnoticed or unreported. Safety studies have documented repeatedly that for every detected or reported error, many more remain undetected and, therefore, uncorrected. Undetected errors and their enabling factors *will* lead eventually to incidents or accidents. Therefore, the best strategy to prevent potential accidents is to uncover and mitigate the otherwise unknown enabling conditions and errors before they connect to create an error chain that leads to an accident. Bringing these hidden errors and conditions to the surface so they can be corrected is the sole purpose of a safety-reporting program.

Safety Reporting Forms gathered through the SRP are anonymous. Personal information that is submitted is used only to follow up with the reporter when additional information is needed or to share the outcome following the investigation of the reported event.

Once they are de-identified, Safety Reporting Forms are transmitted to the Polk State Aerospace Safety Team (AST). The AST is a volunteer group made up primarily of enrolled program students. This group analyzes submitted Safety Reporting Forms, general safety and training policies, data from student safety surveys, and observed results from safety policy changes. The Safety Team meets monthly and reports to Polk State Aerospace staff with recommendations for continual safety improvement. The Safety Team is the primary agent of the Safety Assurance component of the SMS process.

More information on the Safety Team, its recent reports, and membership requirements can be found on the Polk State Aerospace Operations Portal. The Polk State Safety Reporting Form and recent safety reporting data can be accessed at the internet address hyperlinked below.

[Polk State Aerospace – Safety Reporting Program](#)

2.4   Safety Surveys

Safety surveys are a critical component of the Polk State Aerospace safety culture. Survey results help us gauge the acceptance, understanding, and effectiveness of safety concepts within Polk State Aerospace. When new surveys are released, they will be published on the Aerospace Operations Portal. You will receive email requests from program staff requesting you complete these surveys. We urge you to participate in the surveys; they provide essential information that helps to shape policy, refine training concepts, and enhance program development.

The safety survey is designed to assess the performance of the Polk State safety program and to rate the performance of all participants including crewmembers, students, faculty, instructors, and administrators. Information gained through the survey is used to improve and advance safety policy. All survey responses are confidential, and no identifying information will be stored or tracked. Survey data is completely anonymous, so please be completely honest in your responses. When available, Polk State safety surveys can be accessed on the Polk State Aerospace Operations Portal at the internet address hyperlinked below.

[Polk State Aerospace – Safety Surveys](#)

2.5   Safety Promotion

A strong, positive safety culture is the essential foundation upon which every aviation-training program must be based. Polk State Aerospace recognizes, supports, and affirms that promoting and achieving operational safety is the primary goal and the defining requirement for every aspect of our program. All participants must embrace, promote, and support actively an honest and realistic attitude toward safety. Safety is our primary concern and is the overriding goal for everything we do—every day, every time.

Polk State Aerospace encourages its crewmembers to become safety ambassadors, not only within Polk State Aerospace but also to the larger aviation community. The Polk State Aerospace Safety Team plays an important role in safety promotion within the program as does the Polk State Aviators student flight club.

Each Polk State Aerospace crewmember must realize his/her role and importance within the safety system. In keeping with the highest standards of professionalism, all crewmembers must be an example of safety adherence and safety promotion to all other crewmembers. Accident data shows a high correlation between intentional non-compliance with established procedure and safety policy and the occurrence of accidents; Polk State Aerospace takes this issue very seriously. While we understand and accept that human operators will always be subject to error and that good people will make honest mistakes, we will neither accept nor tolerate *intentional* or *negligent* non-compliance with established policy and procedure.

POLICY 2.5: *Polk State Aerospace maintains a strict, zero-tolerance policy for intentional or negligent non-compliance with established Polk State Aerospace safety policy and procedure. Confirmed intentional or negligent non-compliance is grounds for immediate dismissal from flight training and from the Aerospace program.*

2.6   Checklist Usage
Effective checklist usage is a major deterrent to accidents and incidents and is ***mandatory*** for all Polk State Aerospace simulator and aircraft operations.

POLICY 2.6a: *Intentional or negligent failure to use properly an aircraft checklist during an evaluation flight will result in immediate failure of the evaluation flight.*

POLICY 2.6b: *Unless crew coordination is required by a specific operational element, the pilot in training is responsible for initiating and completing all aircraft checklists. This policy does not preclude the instructor pilot from serving as a training resource during flight operations.*

All Polk State Aerospace checklists indicate the desired method of use as explained below. Checklists are organized where possible to correspond with specified, "flow patterns." Pilots are expected to accomplish the "flow" prior to reading the printed checklist. The checklist items must then be read aloud and verified aloud with the checklist in hand. A Normal checklist is not a "Do List."

Basic-Use Concepts that Apply to all Checklists

Multi-pilot crew operations:
1. Challenge: A specified crewmember (as designated in applicable SOPs) reads each checklist item aloud.
2. Response: A specified crewmember verifies that the action/step has been accomplished correctly and responds aloud.

Single-pilot and dual-instruction operations:
1. Challenge: The pilot reads aloud each checklist item/step.
2. Response: The pilot verifies that each action/step has been accomplished correctly and reads aloud the response.

Important: Effective checklist usage requires that all items be read aloud using the exact verbiage from the checklist and that the response is stated aloud using the exact verbiage from the checklist. Shortening or modifying any checklist challenge or response is unacceptable; answers such as "Okay," "Yeah," "good," or "uh-huh" shall not be used instead of the published item.

Interrupted Checklists: If a checklist is interrupted or suspended, the checklist may be continued by restarting the checklist beginning with the item/step prior to (before) the item/step at which the checklist was interrupted or suspended.

Restarting a Checklist: If there is any question that items/steps might have been omitted or incorrectly accomplished, the checklist shall be terminated and restarted from the first item/step.

Usage: Polk State Aerospace checklists are intended for Aerospace Program use only and shall be considered supplements to manufacturer's FAA approved versions.

DEFINITIONS AND INSTRUCTIONS:

(1)   Challenge and Response (C/R)

Checklist items with **_both_** the CHALLENGE and THE RESPONSE in all capital letters, as illustrated below are to be completed using a verbal challenge and a verbal response for each item. All checklists shall be read aloud during all flights. A C/R checklist will be performed by both crewmembers when applicable.

Example:

MASTER SWITCH .... ON

(2)   Verbal Response Only (V/R)

Checklist items with **_only_** the response in all CAPITAL letters indicate that the item and the response are verbalized by the pilot completing the checklist. A V/R checklist will be performed aloud by one crewmember at all times.

(Example: The item below would be accomplished by the pilot flying who would say "Flaps, set," after (s)he has determined that the flaps are, in fact, set.)

Flaps .... SET

(3)   No-Response (N/R)

Checklists prefixed with N/R do not require a verbal response.

(4)   First Flight Items

Note: Not used currently on Polk State Aerospace checklists but presented here as an introduction to airline-style checklists.

Indented items are performed on the first flight of the day only. They need not be verbalized on subsequent flights that day. If there is ever any doubt as to whether they were previously completed, they should be checked and verbalized for confirmation.

(5)   * ASTERISK ITEM

Note: Not used currently on Polk State Aerospace checklists but presented here as an introduction to airline-style checklists.

Items indicated by an Asterisk are the only items required to be conducted on flights subsequent to the first provided that the flight is being conducted by the same crew.

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(6)   CHECKED

The response "Checked" is used as a general checklist response in response to the accomplishment of a status, condition, or equipment test.

      Example:

      Brakes ....CHECKED

---

(7)   SET

The term "SET" is used as a specific checklist response associated with an item.

      Example:

      Parking Brake ....SET

---

(8)   AS REQUIRED

The term "AS REQUIRED" is used in the checklist as a response when there is more than one option available. In this instance, the actual switch position or condition will be verbalized.

      Example:

      PRIME ....AS REQUIRED

---

(9)   LINE

A line inserted in a checklist represents a point where the pilot will pause and read or verify the items above the line before proceeding to the next items. For example, completing the "above the line" items in a checklist before calling ground control for a taxi clearance, and then completing the "below the line items" after receiving the taxi clearance.

      Example:

      _____

(10)   *MEMORY ITEMS*

Emergency Checklist items surrounded by a bold box are critical memory items and must be committed to memory.

Example:

Airspeed…………………………………60 KIAS

INTENTIONALLY LEFT BLANK

SECTION 3: PERSONNEL

Objective: *To identify the operational organization of Polk State Aerospace and to define the expected operational quality of all Polk State Aerospace crewmembers.*

3.1   Organizational Plan and Reporting

Polk State Aerospace consists of multiple interrelated components, departments, and individual crewmembers working together to ensure safe, efficient operations on a day-to-day basis and predicting the need for intervention and resources into the future. The organizational plan below illustrates the administrative chain in place for Polk State Aerospace.

Polk State Aerospace encourages all crewmembers and staff to use this organizational plan as a guide for communication and reporting within the program. Moving issues up this chain facilitates efficient communication and ensures that appropriate individuals are informed regarding operational, personnel, or other significant issues or situations. In addition to this provision for normal communication, all crewmembers and staff are encouraged to submit all safety issues to the Polk State Aerospace Safety Team.
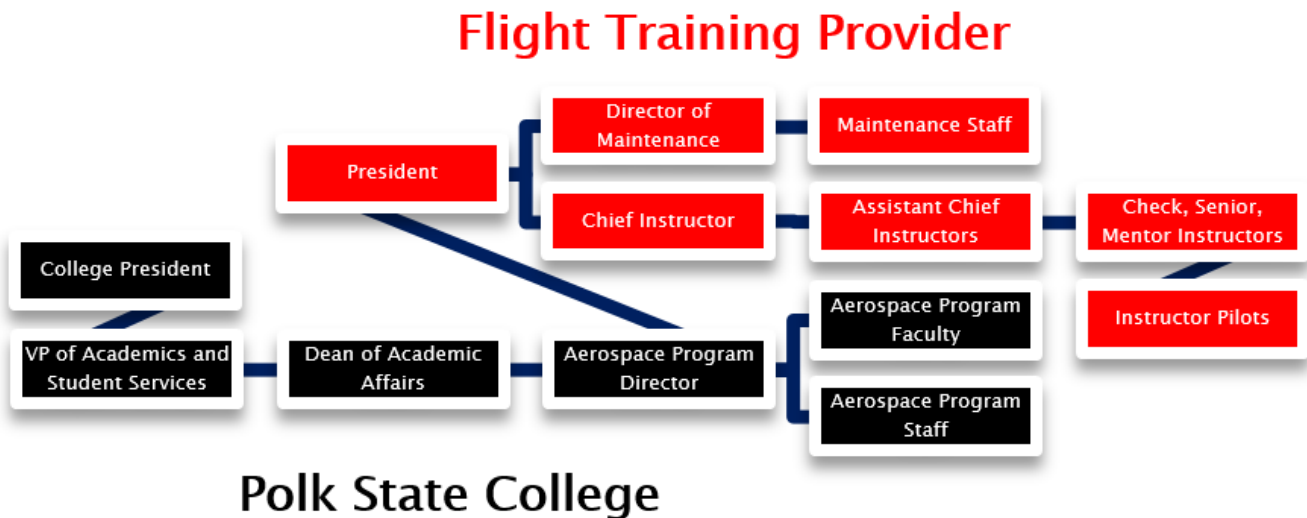
Figure 3-1: Polk State Aerospace Organization Chart.

3.2   Code of Conduct

The Aviator's Model Code of Conduct (AMCC) is one of the best available resources to define the essential nature of professional conduct in aviation. This peer-reviewed guide contains recommendations and suggested practices for aviators working in every segment of aviation. There are multiple versions that apply to differing operational contexts and versions in multiple languages. Individual formats provide either summarized or expanded information as well as formats tailored for kneeboard and aircraft seatback use.

Polk State Aerospace subscribes wholly to the intent and scope of the AMCC and has adopted this guide as policy for this program. All crewmembers should become familiar with the AMCC and its outstanding supporting information.

The following content is based on the AMCC as modified in this document to reflect the unique nature of operations in our training environment. Refer to the full AMCC, available at *www.secureav.com* for more detailed information on each operational point.

AVIATOR'S CODE OF CONDUCT AND RESPONSIBILITIES

I.   GENERAL RESPONSIBILITIES:

    a.   Safety must *always* by your highest priority.
    b.   You must seek excellence in all of your aviation activities.
    c.   Always seek to develop and practice good judgment and to learn sound principles of aeronautical decision-making.
    d.   Attempt to consciously and consistently recognize and manage risks and apply sound risk management principles.
    e.   Maintain situational awareness and adhere to prudent operating practices and personal operating parameters (e.g., personal minimums).
    f.   Aspire to professionalism and remember that professionalism is an attitude and has nothing to do with being paid or how much you are paid.
    g.   Act responsibly and treat others with courtesy.
    h.   Adhere to applicable policy, laws, and regulations.
    i.   Promote a positive safety culture through mentorship, leadership, and personal responsibility.
    j.   Promote a professional operational culture through your actions, inactions, speech, and attitude.

II.   RESPONSIBILITY TO PASSENGERS AND PEOPLE ON THE SURFACE:

    a.   Your first responsibility is to ensure the safety of passengers and other persons, and then to strive for a reasonable level of passenger comfort.
    b.   Reject or eliminate unnecessary or unacceptable risk to passengers, to people or property on the surface, and to people in other aircraft.
    c.   Brief passengers on planned flight procedures and inform them of any significant or unusual risk associated with a flight.
    d.   You must prevent unsafe conduct by your passengers and others involved in your flight operations.
    e.   Avoid all operations that may alarm, disturb, or endanger passengers or people on the surface.

III.   RESPONSIBILITY FOR TRAINING AND PROFICIENCY:

    a.   Participate in regular recurrent training to maintain and improve your proficiency.
    b.   Seek out and participate in flight-safety education programs.
    c.   Practice vigilance and avoid complacency.
    d.   Train conscientiously to recognize and deal effectively with emergencies and abnormal situations.
    e.   Prepare for and review thoroughly for each ground, simulator, and flight lesson carefully.
    f.   Maintain an accurate log to satisfy training, certification, and currency requirements.
    g.   Be on time for all scheduled training or flight activities.

IV.   RESPONSIBILITY FOR SECURITY:

    a.   Maintain security for all persons and property associated with Polk State Aerospace aviation activities.
    b.   Report suspicious, reckless, negligent, or illegal activities.
    c.   Become familiar with the latest security regulations.
    d.   Avoid special-use airspace except when approved or as necessary in an emergency.

V.	**RESPONSIBILITY FOR THE ENVIRONMENT:**
	a. Mitigate or minimize the environmental impact of your aircraft operations.
	b. Minimize the discharge of fuel, oil, and other chemicals into the environment during refueling, preflight preparations, servicing, and flight operations.
	c. Respect and protect environmentally sensitive areas.
	d. Comply with applicable noise-abatement procedures and reduce aircraft noise near noise-sensitive areas.
	e. Review and adhere to prudent hazardous materials handling procedures.

VI.	**RESPONSIBILITY FOR USING TECHNOLOGY:**
	a. Become familiar with and properly use appropriate technologies.
	b. Monitor applicable airport advisory frequencies and report your position accurately when approaching airports without an operating control tower and other higher-risk areas.
	c. Use transponders or other position-indicating technology during flight operations and request ATC radar advisories for VFR enroute operations.
	d. Use flight simulators and training devices as available and appropriate to improve personal flying skills.

VII.	**RESPONSIBILITY TO ADVANCE AND PROMOTE AVIATION:**
	a. Volunteer in and contribute to organizations that promote aviation, and use their skills to contribute to society at large—and encourage other pilots to do so as well.
	b. Demonstrate appreciation for aviation professionals and service providers.
	c. Advance an aviation culture that values openness, humility, positive attitudes, and the pursuit of personal improvement. Promote ethical behavior within the aviation community.
	d. Mentor new and future pilots.

POLICY 3.2: *Pilots in training, instructor pilots, program faculty, and program staff will be regularly observed and evaluated to ensure understanding of, compliance with, and promotion of the standard Polk State Aerospace Code of Conduct. Code violations will result in follow-up training action(s) or dismissal from flight training and the Aerospace program.*

3.3   Dress Code

Polk State Aerospace requires that students and instructors adhere to a standardized dress code during all training activities. The standard dress code promotes cohesion, uniformity, and professionalism among all Polk State Aerospace crewmembers. The dress code applies to all ground training, simulator training, and flight training. Students are not required to comply with this dress code when attending academic courses, either general education courses or courses specific to Polk State Aerospace. While this dress code is not required for those courses, it is strongly encouraged.

Special events occur regularly, and dress code requirements will be made clear to those chosen or electing to participate in such events. Students who do not comply with the established dress code for special events will not be allowed to participate.

POLICY 3.3: *Dress code non-conformity will be recorded and tracked each semester. Dress code violations will result in training event cancellation and are subject to no-show/late-cancel penalties. Such violations will also negatively affect your grade in the flight lab section. Repeated dress code non-conformity will result in dismissal from your flight lab section.*

Polk State Aerospace Dress Code	
Standard Dress	Polk State Aerospace polo shirt Full length khaki pants *Note:* Shirt should be tucked in and pants worn with a belt.
Alternative Dress	Professional shirts/blouses with at least a short sleeve Full length pants, including denim jeans without holes or tears and in good condition *Note:* The bottom of the pant cuff may not be frayed and may not be higher than six inches above the bottom of the shoe, when in a standing position. Shorts, provided that the shorts extend to at least the top of the knee when viewed from a standing, upright position.
Shoes	The following shoes are acceptable: 1. Dress shoes 2. Sneakers, tennis shoes, or running shoes 3. Other closed toe and closed heel shoes *Note:* Shoes must be flat-sole.

Additional information regarding the Polk State Aerospace dress code can be found in the Dress Code Policy document that all PTs must sign at the beginning of the flight lab section for each semester enrolled.

3.4 Operational Preparedness

To prepare PTs for the professional aviation environment, Polk State Aerospace requires that all PTs take preparation for assigned training activities seriously. Whether conducting training on the ground, in simulation, or in the airplane, PTs are expected to prepare properly in advance. This preparation includes all required personal study as well as preflight preparation tasks, such as weight and balance calculations, performance calculations, navigation planning, etc.

Polk State Aerospace Duty and Report Time Definitions and Requirements	
REPORT TIME:	The time at which a PT must arrive at the specified training location and check-in time with program staff and/or assigned instructor.
DISPATCH TIME:	The time at which an aircraft or simulator is dispatched to the PT to complete preflight inspection and setup.
DEPARTURE TIME:	The time at which training activity in the aircraft or simulator begins.
ARRIVAL TIME:	The time at which the aircraft is returned to its designated parking location and from which the postflight securing and debriefing processes begin.
RETURN TIME:	The time at which the dispatch packet is returned to the dispatch counter for a scheduled operation, not the time the aircraft arrives back on the ramp.

All PTs must arrive at or before the report time, having completed all required study material in advance. Arriving unprepared will result in additional instructional charges not budgeted for in your lab estimate, likely resulting in an early depletion of training funds.

Flight planning, weight-and-balance calculations, performance determinations, and the Preflight Risk Assessment Form must be completed prior to the scheduled dispatch time. Pre-solo students are exempt from this policy and are allowed additional time to complete these requirements with their assigned instructor.

Failure to maintain schedule integrity affects the schedule for the entire day of operations. Reasonable accommodations will be given for emergency circumstances, but schedule non-conformity will be recorded and tracked.

> **POLICY 3.4:** *Repeated schedule non-conformity will result in dismissal from your flight lab section.*

3.5 Flight Lab Training Activity

Polk State Aerospace PTs must maintain a rigorous schedule of ground, simulation, and flight training activities throughout the academic semester to ensure they can complete their flight labs within the allotted time. PTs are also expected to complete substantial self-study related to lesson assignments and other course requirements, similar to any traditional college academic course. Note: *Refer to the Flight Training Attendance, Preparation, and Grading Policy* document available on the <u>Aerospace Operations Portal</u>.

> **POLICY 3.5a:** *Each student enrolled in a flight lab must complete three flight lab activities each week. If less than three activities are completed during any week, the student shall schedule and complete a makeup activity(s) during the next calendar week.*

> **POLICY 3.5b:** *Students shall not schedule any flight activity without approval from their primary instructor, the Assistant Chief Instructor, or the Chief Instructor.*

> **POLICY 3.5c:** *Any student who fails to accomplish required flight lab activities may be removed from the program.*

> **POLICY 3.5d:** *No PT will be allowed to complete an end-of-course or FAA practical test evaluation unless the PT has flown with the recommending instructor within the preceding seven (7) days, if the PT is training for the Private Pilot Certificate, or ten (10) days, if the PT is training for the Instrument Rating or Commercial Pilot Certificate.*

3.6 Carriage of Passengers

Carriage of passengers in Polk State Aerospace training operations is not allowed. In this context, a "passenger" is defined as an occupant of the aircraft that is not required to be onboard according to the course syllabus. PTs are encouraged to observe ground and simulator sessions whenever possible and when approved by both the IP responsible for the activity and the PT receiving the instruction, however, PTs are not allowed to ride along on instructional flight in the aircraft.

> **POLICY 3.6:** *Intentional violation of the passenger-carrying restrictions of this section is grounds for immediate dismissal from the flight-training lab.*

3.7   Instructor Pilot Qualifications and Duties

Qualifications for instructor pilots working within the Polk State Aerospace program are specified in the Flight Training Provider contract. Instructor pilots providing training within the Polk State Aerospace program will

1. Hold a current and valid FAA Certified Flight Instructor Certificate applicable to the flight courses to be taught;
2. Have given 200 hours of flight instruction or be a graduate of the Polk State Aviation Program Flight Instructor courses;
3. Have successfully completed the Polk State instructor standardization course or have successfully completed the Polk State AS degree in Professional Pilot Science flight instructor courses;
4. Hold and maintain all permits, licenses, certificates, registrations, qualifications, and other authorizations required to provide flight training, whether obtained from federal, state, county or local authorities;
5. Have a superior safety record verifiable by the FAA;
6. Have completed a standardization flight check within the preceding twelve month period conducted by the Chief Instructor or other qualified person;
7. Be a full- or part-time employee with an authorized Polk State Aerospace flight training provider; and,
8. Be experienced, knowledgeable, able, and of good moral character.

Flight training providers authorized to provide training to Polk State Aerospace students must agree to consider hiring graduates of Polk State's Professional Pilot Program as instructor pilots, so long as such persons meet all required qualifications, possess a formal recommendation from the Program Director, and an employment need exists.

Qualifications for additional instructor pilot titles are explained in the figure below:

Title	Years of Experience	Certificates/Ratings	Other Requirements
Chief Instructor	1 year Part 141, or 2+ yr total CFI experience	All instructor ratings	14 CFR Part 141.35
Assistant Chief Instructor	No requirement	All instructor ratings	14 CFR Part 141.36
Check Instructor	No requirement	Appropriate instructor ratings	14 CFR Part 141.37
Senior Instructor	2+ yr total CFI experience	Appropriate instructor ratings	CI/ACI recommendation
Mentor Instructor	4+ yr total CFI experience	Appropriate instructor ratings	CI/ACI recommendation

Instructor pilots within Polk State Aerospace have various duties that range from providing instruction, to record-keeping, to fielding general interest questions, to making recommendations for improvement to program staff. This position is multifaceted and it requires a positive mental attitude and a positive safety mindset.

Instructor pilots are the direct training connection between students and the courses in which they are enrolled. More than an academic faculty member or staff member, instructor pilots directly observe student progress throughout their course of training. The PT/IP relationship is critically important. Students must feel comfortable with their IP, and they must believe that the IP has their best interests in mind. Trust is a critical component in the success or failure of the PT/IP relationship. Program students and/or instructor pilots who question the effectiveness of the pairing, should follow the established Polk State Aerospace conflict resolution process (see Section 3.9).

Basic duties of the various instructor-pilot positions are listed below.

Chief Instructor	Assistant Chief Instructor	Check Instructor	Mentor Instructor
• Supervision of instructional staff • Ensure compliance with FAA-approved training curriculum • Certification of PT training records • Conduct evaluation flights for PTs and IPs	• Supervision of instructional staff • Direct management of line IPs • Certification of PT training records • Conduct evaluation flights for PTs and IPs	• Conduct evaluation flights for PTs	• Oversight of junior IPs • Assists newly employed instructor pilots with standardization and instructional quality assurance • Provides mentorship and guidance for all PTs
Senior Instructor	**Primary Instructor**	**Secondary Instructor**	**Ground Instructor**
• Assists newly employed instructor pilots with standardization and instructional quality assurance • Provides mentorship and guidance for all PTs	• Responsible for correct entry of time into PTs' training records • Directly responsible for training progress of assigned PTs • Logs data on PTs conformity training sheet • Endorses student documentation for knowledge and practical testing	• Serves as backup instructor to various PTs • Assists PI in schedule sharing and progress monitoring	• Provides specific ground instruction to augment work of PTs' primary instructor • Conducts simulator training upon request to assist PTs in content mastery

3.8 Drug and Alcohol Use and Misuse

Polk State Aerospace has a zero-tolerance policy regarding the misuse of alcohol and prescription or non-prescription drugs. Crewmembers are expected to perform a self-evaluation of their capabilities before all training operations; Polk State Aerospace specifically prohibits the conduct of flight operations while any crewmember is in any way impaired by alcohol, prescription medication, non-prescription medication, or drugs of any kind. Underage use of alcohol is prohibited for any Polk State crewmember and is considered an occurrence equal to intoxication.

> **POLICY 3.8a:** *No crewmember may conduct any Polk State Aerospace flight training operation within 12 hours of the consumption of **any** quantity of alcohol.*

Any crewmember believed to be under the influence of alcohol, prescription medication, non-prescription medication, or drugs of any type will be removed immediately from the flight roster pending further review by program staff.

Crewmembers should not fly when they are sick. 14 CFR §61.53, *Prohibition on operations during medical deficiency* and §91.17, *Alcohol or drugs* describes these requirements. Crewmembers should be aware that most prescription and over-the-counter medications have been found to interfere with the safe operation of aircraft. It is important that crewmembers not take any prescription medication or nonprescription medications prior to flight without the explicit approval of an Aviation Medical Examiner.

POLICY 3.8b: *Reports or observations of alcohol, prescription or non-prescription medication, or drug use or misuse contrary to Polk State policy will be investigated by program staff. Corroborated reports will result in immediate dismissal from flight training and from Polk State Aerospace.*

3.9   Use of Tobacco and Related Products

Polk State Aerospace respects the individual decision of each crewmember to engage in smoking, chewing, vaping, and other activities. Crewmembers are not required to discontinue use of these products upon enrollment in Polk State Aerospace. However, no Polk State Aerospace crewmember may use tobacco, smokeless tobacco, e-cigs, vaping products, or any other such implement designed to deliver nicotine to its user while on the Polk State Aerospace – Airside East Campus, except in designated areas. No such product may be used on the aircraft ramp or in any training aircraft.

POLICY 3.9: *No crewmember may use nicotine-delivery products of any kind on the Polk State Aerospace – Airside East Campus (except in designated areas), on the aircraft ramp, or in any training airplane. Repeated violations of this policy may result in dismissal from flight training.*

3.10   Administrative Review and Corrective Action

Polk State Aerospace seeks to foster open lines of communication throughout all levels of the organization. All crewmembers are encouraged to resolve grievances within the program using respect and integrity. Any action taken by students, instructors, program faculty, and program staff can be reviewed for consistency with the operational guidelines of this document as well as the procedures in place within the College for due process.

Corrective or disciplinary actions taken against Polk State Aerospace crewmembers will always be solely in the interest of safety and/or the maintenance of a professional atmosphere. All crewmembers must familiarize themselves with all applicable program guidelines, policies, and procedures. Adherence to these guidelines and directions is mandatory. Deviation from established procedures will result in corrective action, most commonly in the form of additional training. Polk State Aerospace does not and will not promote a combative organizational structure. On the contrary, all crewmembers are encouraged to be active participants in the safety assurance and safety promotion processes. All crewmembers are encouraged to speak up and obtain equitable resolution for all issues encountered during their enrollment or employment with the Program.

The accepted conflict resolution process within Polk State Aerospace is outlined in the process diagram below. All crewmembers are expected to respect and follow this ordered process when resolving issues within the Program.

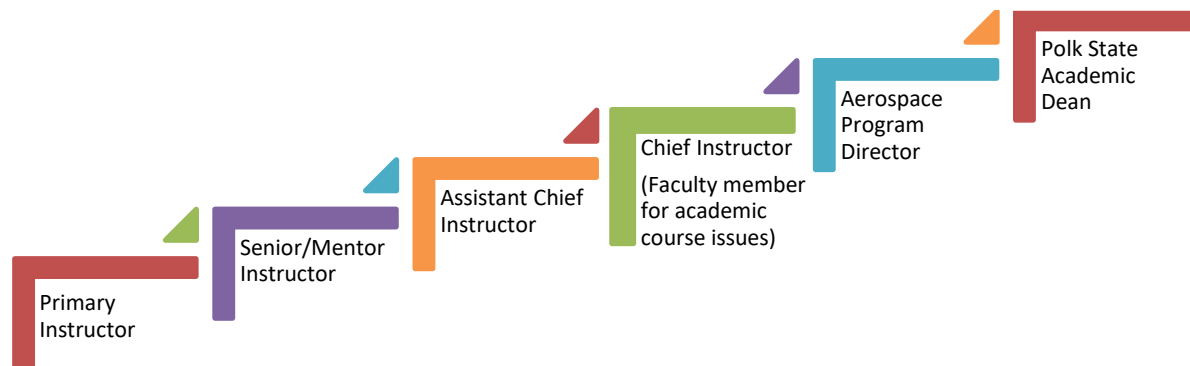Primary Instructor → Senior/Mentor Instructor → Assistant Chief Instructor → Chief Instructor (Faculty member for academic course issues) → Aerospace Program Director → Polk State Academic Dean

Figure 3-2: Polk State Aerospace Conflict Resolution Process.

3.11   Polk State College Aerospace Program Review Board

PURPOSE
The Polk State College Aerospace Program Review Board is a monitoring and intervention process to promote student success in academics, flight training, and professional conduct. "Corrective or disciplinary actions taken against Polk State Aerospace students or crewmembers will always be solely in the interest of safety and/or the maintenance of a professional atmosphere" (Aerospace Program Operations Manual, Section 3.9).

DISCLAIMER
The Aerospace Program Review Board is an internal Aerospace Program review process. The authority of the board is limited to sanctions imposed by the Aerospace Program Director. Moreover, the Aerospace Program Review Board operates on the basis of collaborative evaluation and decision-making. The integration of multiple perspectives from the diverse elements of the Aerospace Program should result in more effective problem evaluation and decision-making than a single individual. Succinctly, this review process is designed to work within the confines of the Polk State College escalation policies, not replace them.

SCOPE
The purpose of the board is to identify problem areas and seek solutions in the following areas:
- Student flight training performance & progression
- Student academic performance & progression
- Student professionalism & discipline
- Violation of Federal Aviation Regulations, Transportation Security Regulations, or other airport policies, procedures, or practices
- Violation or suspected violation of program policies, procedures, or practices
- Flight safety violations not covered by the Polk State Aerospace Safety Reporting Program
- Student violations of academic integrity
- Identify students for selection of scholarships, training opportunities, or internships, as available

Certain issues covered by documented college procedures will not be addressed by the board. In these cases, the board will defer to the respective college procedure to determine further action. These issues specifically include:
- Discrimination (Procedure 6085)
- Harassment (Procedure 6086)
- Sexual Harassment (Procedures 5027 & 6076)
- Accommodation of Disabilities (Procedure 6078)
- Repeating a course in excess of four times (Procedure 5023)
- Withdrawal from an academic course past the deadline (Procedure 5023)

COMPOSITION
The Aerospace Program Review Board will be composed, at a minimum of the following members:
- Aerospace Program Director
- Aerospace Program Coordinator
- Chief Flight Instructor or Assistant Chief Flight Instructor
- Full-Time Aviation Faculty Member
- Adjunct Aerospace Faculty Member (Designated by Aerospace Program Director)

To conduct a meeting, the following members must be present to establish a quorum:
- Aerospace Program Director (or Aerospace Program Coordinator may act as proxy)
- Chief Flight Instructor or Assistant Chief Flight Instructor
- Full-Time Aviation Faculty Member or Adjunct Aerospace Faculty Member

BOARD MEETINGS
The Aerospace Review Board will meet as needed to discuss student progress with specific emphasis on the following issues:
- Student course completion (withdrawals, excessive absences, poor performance, etc.)
- Student projected course failures
- Failure to meet flight-related completion metrics (failure to complete FAA certificate, unsuccessful stage check, failed FAA Knowledge Exam, etc.)

The Board will make every effort to identify student progression issues, establish corrective action plans, and communicate intervention strategies to students well in advance of each respective course's withdrawal deadline, as outlined in the Polk State College Academic Calendar.

DECISION-MAKING PROCESS
The Board will evaluate both quantitative and qualitative data to identify student issues. The Board may invite additional members to meetings to augment information regarding specific student issues. Guests of the Board will not be permitted to remain for discussion that is not relevant to the specific student or issue for which they were originally invited.

The evaluation of student challenges and intervention process will generally follow the following format:

1. Definition of the suspected problem
2. Review defined benchmarks (such as policies, procedures, standards of behavior, etc.)
3. Presentation of quantitative or qualitative data (or guest statements)
4. Board discussion
5. Conclusion of findings (via vote)
6. Board discussion of intervention or sanctions
7. Establish board recommendations (via vote)
8. Furnish documentation of problem and intervention to student, Board records, and Aerospace Program Director
9. Establish problem monitoring plan for subsequent board review and assessment (if applicable)

Board conclusions, recommendations, and sanctions will generally be decided by a vote of all Board members, excluding the Aerospace Program Director. Voting decisions must establish consensus between all members. In the event a vote does not establish consensus, discussion will continue followed by subsequent voting until consensus is established. In the event consensus cannot be reached, the Aerospace Program Director will decide the issue by dictate.

In the event the issue directly involves a board member (such as a student complaint), the respective board member may contribute toward the discussion, however, must recuse themselves from voting (with the exception of the Aerospace Program Director).

RECOMMENDED CONFLICT RESOLUTION PROCESS
While the board is free to recommend intervention strategies or sanctions within its scope of authority, it is generally recommended to follow the following escalation policy (in accordance with the Aerospace Program Operations Manual Conflict Resolution Process, Figure 3-2) to address student issues at the lowest possible supervisory level:

1. Primary Instructor (for flight instruction-related issues) or course Faculty Member (for academic issues)
2. Senior/Mentor Instructor (for flight/flight instruction-related issues) or Full-Time Faculty Member
3. Assistant Chief Instructor
4. Chief Instructor
5. Aerospace Program Coordinator
6. Aerospace Program Director
7. Polk State Academic Dean (in accordance with Polk State College Policy Rule 4.26)

ESCALATION OF SANCTIONS
The Board, in collaboration with of the Aerospace Program Director, may impose sanctions upon an individual student or group, as appropriate. Generally, sanctions should follow a logical progression of escalation to encourage behavior modification or rehabilitation. The severity of sanctions may be adjusted based on factors of experience, student performance/behavior history, intent, negligence, gross negligence, severity, situation impact, potential or realized liability, or other relevant factors determined by the Board. Sanctions indicated with an asterisk (*) are appropriate for flying students/events only.

1. Verbal reprimand (with documentation of informal counseling filed in flight folder)
2. Written reprimand (with documentation of formal counseling filed in flight folder)
3. Supervised Additional Training (flight or ground)*
4. Designated Temporary Operational or Flight Restriction*
5. Temporary Grounding from Flying Operations*
6. Academic Probation
7. Withdrawal from flight lab or academic course
8. Failure of flight lab or academic course
9. Permanent suspension of flight privileges or mandatory transition to non-flying major*
10. Removal from Aerospace Program (in consultation with Academic Dean or higher authority)

POLK STATE AEROSPACE CODE OF CONDUCT VIOLATIONS
In addition to the Polk State College Student Code of Conduct, students in the Aerospace Program agree to abide by the guidelines set forth in the Aviator's Model Code of Conduct (hereafter referred to as the Aerospace Program Code of Conduct), in accordance with the Polk State College Aerospace Program Operations Manual Section 3.2 and Polk State Aerospace Program Policy 3.2. The Board will assess cases of suspected student noncompliance with the Aerospace Program Code of Conduct and may assign the following sanctions:
• Follow-up training action(s)
• Dismissal or disassociation with the Aerospace Program

STUDENT CODE OF CONDUCT VIOLATION
The Aerospace Program Board will collectively determine the culpability of cases of student code of conduct violations within the scope of the Aerospace Program. If the board determines a code of conduct violation likely occurred, they will forward information about the issue to the Dean of Student Services in accordance with Polk State Procedure 5028.

ACADEMIC DISHONESTY
The Aerospace Program Board will collectively determine culpability of cases of Academic Dishonesty, when requested by a faculty member. The board will assess the likelihood of whether or not an act of academic dishonesty occurred, and if so, provide a recommendation to the respective faculty member to institute one of the designated sanctions outlined in Polk State College Procedure 5026(II)(1)a-f. In such cases, the reporting faculty member is ultimately responsible for the final decision and the carries the responsibility of complying with the requirements set forth by Polk State College Procedure 5026.

AEROSPACE PROGRAM OPERATIONS MANUAL VIOLATIONS
Suspected violations of the Aerospace Program Operations Manual will be weighed in accordance with the outlined Decision-Making Process.

FEDERAL AVIATION REGULATION VIOLATIONS/TRANSPORTATION SECURITY REGULATION VIOLATIONS
Suspected violations of Federal Aviation Regulations or Transportation Security Regulations will be conducted in accordance with Polk State College Procedure 6085(2)(A).

STUDENT APPEALS PROCESS
Students are permitted to appeal the board's sanctions or findings via a formal, written request to the Aerospace Program Director. If the Aerospace Program Director rejects the student's appeal, the student may advance the appeal process in accordance with the Polk State College Student Appeal/Complaint Policy Rule 4.26.

3.12   Staff Contact Information

Vice President of Academic Affairs: Dr. Lee Thomas
Phone: 863-669-2939
Internal Extension: 6211
Email: lthomas@polk.edu
Office: LLC-1193, Lakeland

Aerospace Program Director: Eric Crump
Phone: 863-298-6858
Email: ecrump@polk.edu
2949 Airside Center Drive
Lakeland, FL 33811
Office: ASE 107

Aerospace Program Coordinator: Gordon Mayes
                                   Phone: 863-669-2333
                                   Email: gmayes@polk.edu
                                   2949 Airside Center Drive
                                   Lakeland, FL 33811
                                   Office: ASE 107

Chief Instructor: William (Billy) Walker
                                   Phone: 904-310-4359
                                   Email: SunriseAviationJax@yahoo.com

Assistant Chief Instructor (LAL): Jim Spears
                                   Phone: 813-340-5542
                                   Email: jspears680@gmail.com

Director of Maintenance: Devon Dorato
                                   Phone: 386-589-4180
                                   Email: devon.dorato@gmail.com

Lakeland Dispatch: Phone: 863-644-4270
                                   Email: lal.dispatch@flysunrise.com

Polk State College   Valparisa Baker
Director, Equity & Diversity: 999 Avenue H NE
                                   (Title IX Coordinator) Winter Haven, FL 33881-4299
                                   Office: WAD 227
                                   863-292-3602 Ext. 5378
                                   Email: vbaker@polk.edu
                                   polk.edu/equity

3.13   Program Communication Policy

General: Effective communication between Aerospace faculty, staff, and students is essential for efficient instruction and safe flight operations. It is established College policy that official communication to and from enrolled students be transmitted through the students' assigned College email address in accordance with the established Program Communication Policy. While we encourage all program students to use their assigned Polk email address for all program-related communication, use of that account is required for sensitive communications, such as grade requests, assignment transmission, and exchange of personal or private information.

Program staff and flight training staff will utilize your Polk email account to remind you of upcoming events, flight schedule changes, invoicing information, and other similar items. Failure to respond to program deadline information or requests regarding program or class activities will negatively impact your ability to continue as a student within Polk State Aerospace. Documented, repeated, and/or egregious failure to make use of your Polk State College personal email account, as specified in accordance with Program Communication Policy, can result in disciplinary action within the program up to and including grounding action on your flight status.

POLICY 3.13a: *All communication to and from Polk State Aerospace students regarding individual program status, flight account fund inquires, grade status, and other official program information must make use of the student's official Polk State College email address, ending in "@my.polk.edu."*

POLICY 3.13b: *To ensure effective and timely communication between students and program staff, all students must check their Polk State College e-mail account ending in "@my.polk.edu" at least once daily.*

Monthly Flight Student Meetings: Each Polk State crewmember who is enrolled in a flight lab is encouraged to attend the monthly Flight Student Meeting. Flight Student Meetings will be held on the second Friday of every month unless a different day is required due to holidays or other requirements.

Information presented in these meetings is vital to safe and efficient flight and ground operations within Polk State Aerospace. When possible, meetings will be recorded and transmitted electronically for those who cannot attend in person.

3.14   Orientation and Basic Indoctrination Training

Orientation and Basic indoctrination training is intended to familiarize crewmembers with the standard procedures and safety policies established by and for Polk State Aerospace. All established procedures and policies are mandatory for Polk State Aerospace flight operations. Crewmembers are expected to be familiar with, and to comply with, all established policies and procedures.

Polk State Aerospace crewmembers must complete Basic Indoctrination Training prior to beginning their first Flight Lab class. In addition, Polk State Aerospace crewmembers must complete recurrent Basic Indoctrination Training each academic semester in which they are enrolled in a flight-training lab. Students continuing a course of training from the previous term are not required to attend Basic Indoctrination Training

Attendance is mandatory for all enrolled flight students. Program staff will grant excused absences and schedule make-ups for limited reasons, but students who do not attend Basic Indoctrination Training and are not excused will be dismissed from the flight training section in which they are enrolled.

POLICY 3.14: *Failure to attend initial and/or recurrent Basic Indoctrination will result in an immediate suspension of flight status. In addition, failure to pass the Basic Indoctrination exam(s) will result in an immediate suspension of flight status. Failure to remedy these issues as directed by program staff will result in dismissal from flight training.*

SECTION 4: FACILITIES AND EQUIPMENT

Objective: To identify and define the facilities and equipment available for use in Polk State Aerospace train-
ing operations as well as the procedures in place regarding use of facilities and equipment.

4.1   Description
Polk State Aerospace training operations are headquartered at the location listed below:

Polk State College Airside East Campus	2949 Airside Center Drive Lakeland, Florida 33811
Hours of Operation:	Monday-Friday, 8 a.m. – 5 p.m.
Facility Contact:	863-297-1010, #4000 (Airside Security)

Additional facilities utilized in Polk State Aerospace training operations are listed below:

Florida Air Museum	4175 Medulla Road Lakeland, Florida 33811 863-644-2431 http://www.sun-n-fun.org/Museum/Contact-the-museum.aspx
Buehler Restoration Center	4175 Medulla Road Lakeland, Florida 33811 http://www.sun-n-fun.org/Museum/BuehlerCenter.aspx
Central Florida Aerospace Academy	4141 Medulla Road Lakeland, FL 33811 863-413-3620
Polk State College Winter Haven Campus	999 Avenue H, Northeast Winter Haven, FL 33881 863-297-1000
Polk State College Lakeland Campus	3425 Winter Lake Road Lakeland, FL 33803 863-297-1000

Equipment used for training in the Polk State Aerospace Program is varied and includes a broad range of assets. Training equipment ranges from airplanes and flight simulation technology to items such as cockpit posters or diagrams and aviation learning library resources. Some training resources have a cost associated with them, but most are free for student and staff use.

For more information on equipment availability or to make requests for equipment and/or training resources, please contact a program staff member.

4.2   Safety and Security Precautions
In keeping with the overall safety policy of Polk State Aerospace, crewmembers are encouraged to consider both safety and security risks associated with facilities and equipment use. General requirements relating to safety and security precautions include but are not limited to the categories defined below.

Safety and Security Requirements and Procedures

A. AIRCRAFT

1. Flight students may not access training aircraft unless escorted by a flight instructor or unless approved by flight instructor. Flight students who do access training aircraft must prominently display their Polk State College identification as well as any required airport identification.
2. Training aircraft must be secured following access to the equipment, regardless of whether or not there is another training operation scheduled.
3. If you notice unauthorized persons lingering around training aircraft, immediately report the issue to program staff, airport staff, and/or police, as appropriate.

B. SIMULATION

1. All flight simulation must be dispatched using the same procedures specified for dispatching aircraft and must be logged, including time in and time out.
2. Defects, abnormalities, or failures must be reported immediately following a simulation session and recorded on the Discrepancy Form using the same procedures for reporting aircraft discrepancies.
3. Simulation training is often conducted in low- or no-light environments; allow for time to acclimate to the darkness and/or turning on lights before you walk or move about.
4. Simulation equipment may have moveable or detachable components; return all such components to the appropriate, secure location after use.
5. Program students *shall not* reconfigure any flight simulation equipment without the assistance of a member of program staff or flight training staff.

C. USE OF CLASSROOMS

1. Classrooms, offices, and training rooms must be locked when not in use. Lights and other electrical equipment should be turned off or in power-saving mode. Environmental controls should be set on appropriate low-energy settings.
2. The classroom is to be used for education-related activities only, unless prior permission is gained from the Program Director to use the room for another purpose.
3. Students may not be left alone in classrooms without supervision at any time. In this sense, "supervision" means that a member of program staff or flight training staff is present at the Airside facility and responsible for the work and actions of the student(s) using the room.
4. Flight simulation equipment in classrooms is to be used for flight training or course-related work only.
5. Without prior approval from the professor, flight simulation equipment in classrooms may not be used by students when an academic course is being taught in the room.
6. Only program staff or flight training staff may request entry to classrooms when they are locked.

D. USE OF FLIGHT OPERATIONS CENTER (FOC) AND FLIGHT SIMULATION LAB (FSL)

1. The FOC and FSL are intended for preflight, postflight, and simulation training activities. No other use of these rooms is authorized without prior approval from the Program Director.
2. Due to size and construction, the FOC and FSL, should not be used as a place to congregate and converse as this can negatively impact training activities.
3. Be judicious about cleaning up after yourself in order to keep this room tidy and presentable. We often have visitors and prospective students who wish to view the room.
4. Students are not to reconfigure the Redbird LD simulators at any time. Only instructors and program staff are authorized to do this.
5. Students are to use flight simulation equipment in the FSL for flight training activities only.
6. The doors to the FOC and FSL should be locked at the end of the day, when all flight-training operations have concluded and the last member of program staff or flight training staff leaves for the day.
7. Only program staff or flight training staff may request entry to the FOC or FSL when they are locked.

E.	OTHER RESOURCES AND CONSIDERATIONS

1. Navigation publications, aircraft information, and other educational resources must remain within the appropriate Polk State Aerospace facility. These resources may be expired (and therefore used for training and reference only) or non-airplane-specific and shall not be used for *any* actual flight or operational planning purposes.
2. Polk State Aerospace facilities and resources are not available for non-crewmember use. Crewmembers are encouraged to invite persons from outside the Program to learn more about Polk State Aerospace; visits, tours, and facility and/or resource demonstration must be coordinated through program staff.
3. Always report safety and security issues to program staff and facility security immediately upon observation of the issue.
4. Access to program facilities after established operating hours must be coordinated with program staff and facility security.
5. Aerospace students and personnel shall not divulge or in **any** way make known security related information such as gate passwords or security procedures to any person(s) not authorized to receive such information.

NOTE: "Program staff" in this policy includes aerospace faculty, student workers, flight training provider staff, and administrative personnel. This is not an exhaustive list of safety and security precautions associated with Polk State Aerospace operations. Crewmembers are encouraged to follow up with program staff and/or facility security with any questions regarding the topics of facility/equipment safety and security.

When in doubt, always report any suspicious or suspect activity to program staff or facility security, but do not take action yourself. Remember, "If you see something, say something."

4.3   Evacuation Plan

All Polk State Aerospace crewmembers must familiarize themselves with specified emergency evacuation protocols for any facility they occupy. Program faculty and other instructional staff must brief emergency evacuation procedures in each training facility at least once during each academic semester.

Students, faculty, and staff are expected to evacuate campus buildings if they hear a fire alarm or if they are notified by first responders or the campus administration that an evacuation is necessary. They receive information about evacuation and shelter-in-place procedures through the Polk Emergency Notification System.

If ordered to evacuate, take your personal belongings (purse, wallet, Polk ID card, etc.) and follow the evacuation procedures for the building. Once you have evacuated, proceed to the pre-designated rally point or to a safe location. If police or fire department personnel are on the scene, follow their directions. If public safety officers are not yet on-scene, the ranking program staff member will assume command responsibility until appropriate personnel are on-scene. In the absence of appropriate program staff, a responsible crewmember should take over the situation until first responders arrive.

Emergency procedures are explained below along with the evacuation map for the Airside-East campus.

NOTE: For emergency protocols at Polk State College facilities, crewmembers should refer to the Polk State College Emergency Preparedness Plan, available at *www.polk.edu/campus-safety-security*.

> **POLICY 4.3:** *Evacuation procedures will be briefed, practiced, and reviewed at least once each academic semester.*

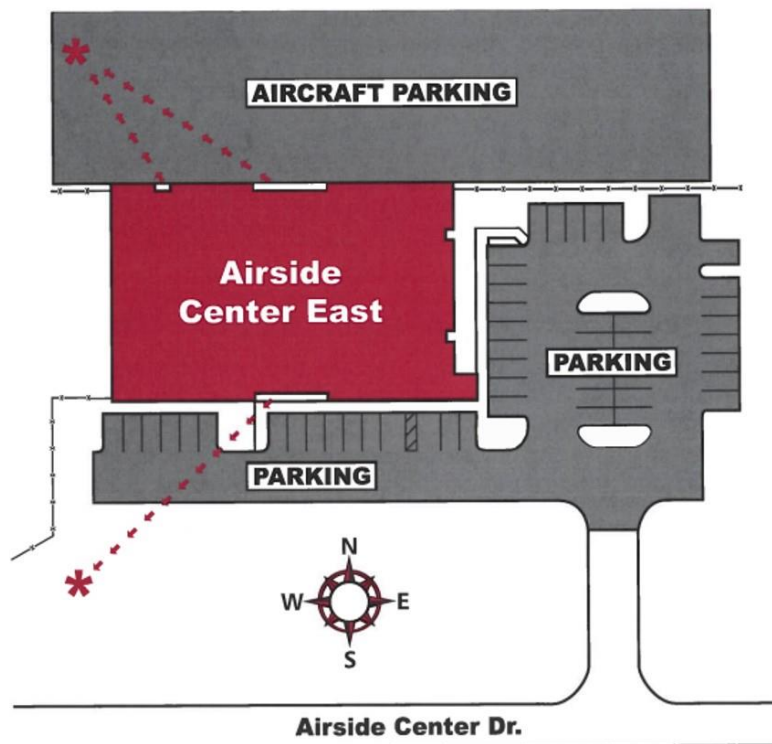*Figure 4-1: Emergency Evacuation Information*

Figure 4-2: Emergency Evacuation Map for Airside East

4.4   Description and Use of Training Aids

Training aids utilized for Polk State Aerospace training operations and for classroom instruction are itemized in the approved program Training Course Outline (TCO). Additional training resources, including reference library content, are listed in the program resource list which is available at program offices within Aerospace-program headquarters. Damaged or lost training aids released and/or assigned to crewmembers must be replaced at crew-member expense.

SECTION 5: WEATHER AND FUEL REQUIREMENTS

Objective: To quantify weather and fuel requirements for program flight training activities.

5.1   Ceiling and Visibility Minimums

The following weather restrictions apply to all Polk State Aerospace flight-training operations.

Ceiling and Visibility Minimums				
Type of Flight	**Pilot Certificate**	**Location**	**Ceiling***	**Visibility**
VFR Day (Dual)	CFI	Pattern	1,500	3sm
VFR Day (Dual)	CFI	Local	2,000	3sm
VFR Day (Dual)	CFI	XC**	2,500	4sm
VFR Night (Dual)	CFI	Pattern	1,800	3sm
VFR Night (Dual)	CFI	Local	2,500	4sm
VFR Night (Dual)	CFI	XC**	3,000	5sm
VFR Day (Solo)	Student	Pattern	1,800	5sm
VFR Day (Solo)	Student	Local	2,500	5sm
VFR Day (Solo)	Student	XC**	3,500	7sm
VFR Day (Solo)	Private	Pattern	1,800	4sm
VFR Day (Solo)	Private	Local	2,500	5sm
VFR Day (Solo)	Private	XC**	3,000	6sm
VFR Day (Solo)	Instrument or Commercial	Pattern	1,800	3sm
VFR Day (Solo)	Instrument or Commercial	Local	2,500	4sm
VFR Day (Solo)	Instrument or Commercial	XC**	3,000	5sm
VFR Night (Solo)	Not Authorized	Not Authorized		
IFR Day (Dual)***	CFII	Local XC**	200 feet above the best available approach minimums at departure and destination.	1sm
IFR Night (Dual)***	CFII	Local XC**	500 feet above the best available approach minimums at departure and destination.	1sm
IFR Day (Solo) IFR Night (Solo)	Not Authorized	Not Authorized		
* For student pilots seeking Private Pilot certification, "ceiling" in this table is defined as the lowest reported cloud level. For all Private Pilots and Commercial Pilots, "ceiling" in this table is defined as the lowest reported broken or overcast cloud level.				
** Cross-country weather minimums apply over the entire route of flight. No reported ceiling or visibility value from the appropriate area forecast (FA) product may be below the required weather minimums.				
*** Under all circumstances, a legal destination alternate must be available within a one-hour flight from the departure airport.				

Weather information must come from METARs, live AWOS/ASOS/ATIS information, TAFs, or area forecasts (FA). When multiple resources are available, all must be compared to determine validity and meteorological trends. When weather conditions improve above published minimums, a trend of at least 30 minutes of improvement must be observed prior to conducting flight operations.

> **POLICY 5.1:** *No flight operation shall be originated or continued unless weather conditions are equal to or better than the values listed in Section 5.1 of this manual and as specified in 14 CFR regulations. The more restrictive limit shall be applied in all cases.*

5.2   Surface Wind Restrictions

The following surface wind restrictions apply to all Polk State Aerospace flight-training operations.

Wind Restrictions for Dual Instruction Flights			
Aircraft		Max Surface Winds (Incl. Gusts)	Maximum Crosswind Component*
Dual	C-152	25 kts	12 kts
	C-172	30 kts	15 kts
	PA-28 - Cadet/Warrior	30 kts	17 kts
	PA-28R - Arrow	30 kts	17 kts
	PA-44 - Seminole	35 kts	17 kts
	PA-34 - Seneca	35 kts	15 kts

* The maximum crosswind for any Polk State Aerospace operation shall never exceed the maximum or demonstrated crosswind listed in the AFM/POH published for any aircraft. The more restrictive limit shall apply in all cases.

Crewmembers should be aware that wind conditions can change rapidly, especially immediately before and after frontal passage. If the surface winds should change to exceed the limits published in this section, the PIC should make every effort to terminate the flight operation as soon as safely possible. If possible, the PIC should divert to an alternate airport where the surface winds are within safe limits.

5.3   Pilot Qualification System

Polk State Aerospace uses a Pilot Qualification (PQ) Card. See the PQ Card Values grid below. The instructor may restrict the student to higher ceiling and visibility requirements than the minimum or maximum listed above. In addition, the instructor should use the following typical guidance for pilots regarding maximum allowable wind velocities.

P.Q. Card

Condition   Day [X]   Night [ ]

Course ATT1100L   A/CType(s) PA-28-161, C-172

Student Name Peter Pilot

CFI Name Joe Pilot   CFI# 12345678

P.Q.   [3][2][2]   Date Issued 12/6/15

Figure 5-1: P.Q. Card example

1. Student (Pre-Private) Pilots

The maximum amount of wind approved will be surface winds no greater than 10 knots and crosswind component no greater than 5 knots. The maximum gust allowed is 0 knots. **The maximum PQ values that can be assigned by an instructor to a student pilot are 2-1-1.**

2. Private Pilots
The maximum amount of wind approved will be surface winds no greater than 15 knots and crosswind component no greater than 7 knots. The maximum gust allowed is 5 knots. **The maximum PQ values that can be assigned by an instructor to a private pilot are 3-2-2.**

3. Advanced Pilots (Pilots with an instrument rating, students in Commercial Pilot Curriculum, or CFI students.)
The maximum amount of wind approved will be surface winds no greater than 20 knots and crosswind component no greater than 12 knots. The maximum gust allowed is 10 knots. **The maximum PQ values that can be assigned by an instructor to an advanced pilot are 4-3-3.**

All wind endorsements greater than stated above must be approved by the Chief Flight Instructor, designated assistant, or appropriate manager.

PQ cards will specify the general weather conditions appropriate for each pilot. These conditions will include total wind, crosswind, and visibility. The flight instructor may also establish minimum ceilings lower than those listed on previous charts. In such cases, the minimum ceiling should either be written on the 90-day solo endorsement in the pilot's logbook (student pilot) or on the PQ card, or both. Wind limitations for all student pilots should also be entered on the appropriate 90-day solo endorsement in the logbook.

Wind, Crosswind, and Visibility Limits for Solo Flights			
PQ Card Value	**Total Wind Including Gusts**	**Crosswind**	**Visibility**
1	0 - 7 kts	0 - 5 kts	8 sm or greater
2	8 - 11 kts	6 - 8 kts	7 sm or greater
3	12 - 15 kts	9 - 12 kts	5 sm or greater
4	16 - 20 kts		

Notes:
1. PQ cards are valid for a maximum of 30 days after a dual flight with the flight instructor.
2. Additional issuances of the PQ card require another dual checkout flight or permission of the Chief Flight Instructor, a designated assistant, or an appropriate manager.
3. Pilots are required to show the PQ card to the Dispatcher prior to any solo flight being released.
4. The Dispatcher will post the current minimum PQ values based on current weather conditions for reference by pilots and flight instructors.

POLICY 5.2: *At no time may an airplane be operated above the maximum demonstrated crosswind component and/or surface-wind values published in Section 5.2 of this manual or in the approved AFM or POH. The more restrictive limit shall be applied in all cases.*

5.3   Other Weather Restrictions
Awareness: Simply meeting the requirements of this section does not guarantee safe flight operations. PTs are required to complete a Preflight Risk Assessment Form prior to originating all flight operations, regardless of whether the flight is purposed for dual instruction, solo flight, or multi-pilot crew operations. This process is in-tended to identify risks associated with weather and other operationally significant factors and to aid in pilot

decision-making. The preflight risk assessment process is mandatory for all flights and may not be waived under any circumstances.

Variation from Specified Minimums: Variations from the weather minimums in this section will be managed in accordance with the PQ Card policy explained above. Any requested variance must be requested by the student, and no student shall be required to accept any variation that makes weather requirements less restrictive than published.

5.4   Severe Weather Avoidance

Severe Weather Avoidance Procedures
Thunderstorms: • All thunderstorms must be avoided by a margin consistent with safety. • No aircraft will be dispatched when a thunderstorm is within 5 sm miles of the airport and its movement indicates it may come closer to the airport. • Severe thunderstorms should be avoided by 25 sm. • The PIC shall use his/her best judgment to determine the safest course of action should a thunderstorm or other severe weather threaten a training or flight activity.
Alternative actions required due to severe weather conditions include, but are not limited to, the following: 1. **If on the ground**: • Cancel and reschedule the training or flight activity. • Delay departure and tie down and secure the aircraft on the ramp. 2. **If airborne**: • Divert to an airport not threatened by a thunderstorm or severe weather. • Hold in an area that is clear of severe weather (consider fuel remaining). 3. **Always**: Pilots must always allow time to land at an airport and/or to return to the ramp and secure the aircraft before threatening conditions exist. Examples of threatening conditions include, but are not limited to, the following: • Thunderstorm activity within 5 NM of the aircraft • Arrival of a gust front and/or shelf or roll cloud • Low-level wind shear alerts or advisories • Heavy rain or *any* form of frozen precipitation
Other Procedural Restrictions Regarding Weather: • No aircraft will taxi for the purpose of flight with frost, ice, or snow adhering to any lifting surface or windscreen of the aircraft. • Takeoffs and landings may not be conducted with a tailwind component greater than 10 knots. • Contact instrument approaches are *not* authorized. • To begin an instrument approach procedure, the appropriate weather minimums published in this section, or on the applicable approach chart (whichever is *more* restrictive), must be present. • Flight under a special VFR clearance, as defined in 14 CFR Part 91, is prohibited during Polk State Aerospace training operations.

5.5 Fuel Requirements

Unless weight and balance limitations dictate otherwise, all Polk State Aerospace flights will depart with full fuel for any flight outside the local area.

All Polk State Aerospace flight operations must be capable of being completed to the planned destination then to an alternate airport (if an alternate is required) with a minimum fuel reserve of 60 minutes using the normal cruise fuel consumption rate. Additionally, **no** flight may depart with less than 1/2 of the maximum fuel capacity on board the aircraft. When weight and balance are a concern, PTs should consider the need for intermediate fuel stops. If the maximum structural takeoff weight or the computed performance-limited takeoff weight requires that an aircraft will depart with less than 75% of its total fuel capacity, an intermediate fuel stop must be planned for the proposed flight. The fuel stop must be accomplished if alternate and/or reserve fuel requirements cannot be maintained while enroute.

Fuel planning is the responsibility of the PT, but all flight operations must include fuel quantity and fuel use verification by the responsible IP. Fuel planning for multi-crew operations is the responsibility of the pilot flying. Fuel quantity and fuel use calculations must be verified by the pilot monitoring and then reviewed by the responsible IP or a Chief Instructor.

Polk State Aerospace Minimum Departure Fuel Requirements	Requirement
1. Sufficient fuel to fly from the departure airport to the destination airport; **plus,**	**Enroute Fuel +**
2. Sufficient fuel to fly from the destination airport to an alternate airport (If an alternate is required); **plus,**	**Alternate Fuel +**
3. An additional fuel reserve of at least 60 minutes at normal cruise consumption.	**Reserve Fuel =**
Minimum departure fuel is the total of *Enroute Fuel* + *Alternate Fuel* + *Reserve Fuel.* *In addition,* the additional requirements specified below must be met.	**Minimum Fuel**
4. Unless weight and balance or performance limitations require otherwise, all Polk State Aerospace flights outside the local area shall depart with full tanks.	**Additional Requirement**
5. Total fuel on board must **not** be less than one half (1/2 or 50%) of the total aircraft fuel capacity or the flight cannot depart.	**Additional Requirement**
6. If the fuel on board at departure will be less than 3/4 (75%) of total aircraft fuel capacity, then an enroute fuel stop must be planned. The fuel stop must be accomplished if alternate and/or reserve fuel requirements cannot be maintained while enroute.	**Additional Requirement**

POLICY 5.5: *If a Polk State crewmember is **not certain** that fuel quantity remaining is sufficient to complete a flight while maintaining required reserves, the pilot in command shall immediately divert to the nearest suitable airport within the range of the aircraft (considering fuel remaining) that has satisfactory weather conditions.*

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SECTION 6: FLIGHT DISPATCH PROCEDURES

Objective: *To identify normal and abnormal dispatch procedures for Polk State Aerospace training operations.*

6.1   Standard Dispatch Procedures

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

NOTE: The term "PIC" in this section refers to the person who is responsible for completing the dispatch process. This applies to pre-Private students who are completing the dispatch process with or without instructor assistance as well as certificated PTs who are conducting solo flights, dual instruction, or multi-pilot crew operations.

Standard Flight Dispatch Procedures
Dispatch Authorization
The following staff members are authorized to dispatch aircraft:
1. Instructor pilots are authorized to self-dispatch aircraft and to dispatch aircraft for the flights of other PTs. 2. All flights where a pre-private PT is flying solo will be dispatched by an IP who is present at the airport. Prior to dispatch, this IP must communicate with the PT's primary instructor to familiarize himself/herself with the soloing student's capabilities. 3. Company dispatchers are authorized to dispatch authorized pilots.
Dispatcher Actions
The individual dispatching an aircraft will ensure that the following requirements are met:
1. The PIC has read the pertinent sections of this manual and the Current Notices board; 2. The PIC has a valid government picture identification; 3. The PIC meets the currency requirements of this document; 4. The PIC has an appropriate and valid FAA Pilot Certificate in his/her possession; 5. The PIC has a valid FAA Medical Certificate in his/her possession; 6. The PIC has obtained and completed the Dispatch Form; 7. The PIC has completed an Aircraft Rental Agreement; 8. The PIC has a flight training account in good standing with a positive balance above the grounding amount; 9. The PIC has noted the destination airport or airports for each flight; 10. The dispatcher or IP has checked the student pilot's PQ Card and pilot logbook for appropriate endorsements; 11. The dispatcher will ensure that an aircraft will not be dispatched to a PT unless authorized by the assigned instructor or an authorized IP, and must obtain a copy of the Preflight Risk Assessment Form, weight and balance computations, aircraft takeoff and landing performance computations, and a completed navigation log and flight plan form (when conducting a flight outside the local airport area or practice areas). ***Note: All PT flight planning, including the navigation log, must be validated and approved prior to dispatch.***
PIC Actions
Before receiving an aircraft for dispatch, the PIC responsible for the flight will do the following:
1. Complete a Preflight Risk Assessment Form and make a validated go/no-go decision; 2. Complete all flight planning, weight and balance computations, and performance calculations (including fuel burn and takeoff and landing distance determinations) relevant to the intended flight operation; 3. Review any maintenance-related items previously reported for deferment or correction; 4. Complete a weather briefing for the intended duration of the flight operation; 5. Complete a flight plan form for every flight; 6. File a flight plan for every flight outside the local airport area or practice areas; and 7. Complete a written navigation log for every flight outside the local airport area or practice areas. ***Note: All PT flight planning, including the navigation log, must be validated and approved prior to dispatch.***

After having an aircraft dispatched, the PIC responsible for the flight will do the following:

1. Verify the reported Hobbs and Tach time against the actual aircraft values;
2. Complete a preflight inspection of the aircraft in accordance with approved aircraft checklist;
3. Note any aircraft discrepancies on the Discrepancy Form;
4. Determine whether or not the aircraft is in an airworthy and safe condition for flight; and
5. Ensure the flight operation departs within 15 minutes of the scheduled departure time.
6. For flights outside the local airport area or practice areas, activate the filed flight plan and obtain VFR flight following from ATC (if available).

When returning the aircraft following a flight operation, the PIC responsible for the flight will do the following:

1. Completely secure the aircraft in accordance with the approved aircraft checklist;
2. Complete a postflight inspection of the aircraft in accordance with the approved aircraft checklist;
3. Note any discrepancies observed during the flight on the Discrepancy Form;
4. Note the correct and accurate arrival Hobbs and Tach times on the Dispatch Form;
5. Remove all trash and disposables from the aircraft; and
6. Return the dispatch packet and completed Dispatch Form to the dispatch counter no more than 10 minutes after the scheduled return time.
7. Prior to leaving the training facility, the PT must sign an invoice that lists all aircraft/FTD activity and instruction received, to confirm that the information on the invoice is correct and complete.

6.2   After Hours Operations

Flights that operate outside the normal business hours must comply with all normal dispatch procedures. The following additional dispatch procedures shall be complied with for after-hours flights.

After Hours Operating Procedures

1. Dispatch of flights after-hours requires a Flight Instructor to be present at the airport at the time of dispatch. All after-hours flights must be monitored by a responsible person (dispatcher, flight instructor, or someone else approved by the Chief Flight Instructor or designated assistant.
2. All after-hours flights must file a flight plan, even for a local flight. That flight plan must list the telephone number of the responsible person monitoring the flight. After the flight concludes, the pilot shall contact the responsible person to indicate successful conclusion of the flight.
3. After hours dispatch must be coordinated and preplanned in compliance with all standard dispatch procedures. Students shall not originate or conduct any flight after hours unless the required coordination and preplanning has been accomplished and the flight operation has been approved by flight training staff.
4. Student solo flights delayed at out stations that will result in after-hours or night operations, *must* be approved by the chief or assistant-chief instructor, and must be coordinated with the primary instructor and *must* receive explicit and specific approval before conducting any after-hours operations. For delayed flights, students are required to contact their primary instructor by phone or text upon arrival at a home base.
5. Dual instructional flights delayed at out stations must coordinate with the Chief Instructor or other program staff to the extent possible prior to conducting after hours operations.
6. For all flights that return to base after hours, required paperwork and aircraft keys will be left in a specified secure place for pick up by dispatch the next morning.
7. For flights that return to Lakeland during the period between 2200 and 0700, the pilot in command or instructor must contact Polk State College security at 863-297-1059 before (or if unable to contact before entering, immediately after) entering the building. That notification must include (1) who you are, (2) why you are in the building, and (3) how long you expect to be in, or when you will leave, the building. All after-hours entry into the building is monitored electronically, and failure to comply with this requirement will result in police and/or security personnel being dispatched to secure the building.

8. For after-hours flights, the flight instructor will complete a manual, "hand-written" invoice which the PT must sign to confirm accuracy prior to leaving the training facility. A printed computer-generated invoice will be prepared by dispatch staff on the next business day. The printed invoice will reference the manually created invoice for the PT's signature and confirmation.

6.3   Re-Dispatch After Delays

Delays are a reality in flight training and in flight operations in general. Delays negatively affect PT, IP, and aircraft schedules and should be avoided to the extent possible. From time to time, delays are inevitable due to weather, maintenance, or other uncontrollable forces. Delaying a flight operation in the interest of safety is always preferred over rushing a flight in the blind interest of schedule adherence. However, delays due to improper preflight preparation and/or personnel absence or tardiness are neither acceptable nor tolerable.

Procedures for Re-dispatch After Delay

Departure Delays for Local Flights
1. Departure times for local flights allow for no more than a 15-minute delay window.
2. Delays greater than 15 minutes void the dispatch release for the operation.
3. The Chief Instructor, Assistant Chief Instructor, or a designee will review the cause of the delay and make the final determination as to whether or not the intended training operation can be continued.
4. If the training operation is cancelled, the cancellation and cause must be noted in the PTs training record.
5. Delays leading to cancellation that are the result of unacceptable pilot preparation or timeliness will result in charges to the PT, per the *Polk State Aerospace Attendance, Preparation, and Grading Policy*.

Departure Delays for Cross-Country Flights
1. Departure times for cross-country flights allow for a 15-minute delay window.
2. Delays greater than 15 minutes void the dispatch release for the operation.
3. The Chief Instructor, Assistant Chief Instructor, or a designee will review the cause of the delay and make the final determination as to whether or not the intended training operation can be continued.
4. If the operation must be cancelled, the cancellation provisions for delayed local flights apply.

Arrival Delays for Local Flights
1. Return times for local flights allow for no delays.
2. The return time for a scheduled operation is the time that the dispatch packet is returned to the dispatch counter, not the time the aircraft arrives back on the ramp.
3. Return delays for local flights are not allowed except in the case of unforeseen weather or traffic events.
4. Training staff must be notified as soon as possible when arrival delays are expected.

Arrival Delays for Cross-Country Flights
1. Return times for cross-country flights allow for a 15-minute delay window.
2. While PTs should endeavor to return all aircraft on time, a short delay window for cross-country flights is authorized when necessary for unforeseen winds aloft or ground delays at destination airports along the planned route of flight.
3. The return time for a scheduled operation is the time that the dispatch packet is returned to the dispatch counter, not the time the aircraft arrives back on the ramp.
4. Training staff must be notified as soon as possible when arrival delays are expected, both within and in addition to the allowable delay window.

Re-dispatch after Flight Delay or Flight Cancellation at an Outstation
1. If any flight (dual or solo) is subject to a significant delay or is cancelled at an outstation, all Standard Flight Dispatch Procedures described in Section 6, and Preflight Planning requirements described in Section 7 of this manual shall be complied with before the flight departs from the outstation.
2. Under no circumstances shall a solo flight that has been delayed for any reason for more than one hour depart from an outstation unless all procedures and requirements described in Sections 6 and 7 of this manual have been complied with before the flight departs from the outstation.
3. Under no circumstances shall a solo flight that has been delayed for any reason for more than one hour depart from an outstation unless specifically authorized by the student's primary instructor, the Chief Instructor, or the Assistant Chief Instructor. This approval must be confirmed by direct contact between the PT and the authorized person.

6.4   Re-dispatch After Unscheduled Landings
In the event of an abnormal event in flight, PTs and IPs are encouraged to make a precautionary landing, if practical and appropriate for the situation.

Procedures for Re-dispatch after Precautionary or Unscheduled Landings
1. **Precautionary Landing, General**: If a PT makes an unscheduled landing for reasons other than aircraft maintenance/malfunction, the aircraft will not be re-dispatched without the authorization of a Chief Instructor.
2. **Precautionary Landing, Aircraft Malfunction:** If a PT makes a precautionary landing because of a suspected or actual aircraft malfunction, the aircraft will not be re-dispatched unless approved by the Director of Maintenance or Chief Instructor. Prior to requesting re-dispatch, the PT or IP responsible for the flight must conduct a thorough postflight inspection of the aircraft to obtain additional information relevant to the suspected or actual malfunction.
3. **Flight Plan after Precautionary Landing:** Prior to requesting re-dispatch PT or IP responsible for the flight must create a modified flight plan to account for available weather information and fuel remaining. This information must be communicated to the Chief Instructor responsible for re-dispatching the flight.

POLICY 6.4: *Intentionally flying off-plan to an unplanned airport is contrary to safe operating practices and pilot professionalism. Confirmation of such actions will result in removal from the current flight lab section.* Note: *This policy is not intended to limit the responsibility or authority of the pilot in command to take action required to meet an emergency or abnormal situation.*

6.5   Operation Cancellation Due to Maintenance

As stated in the previous section, in the event of an abnormal event in flight, PTs and IPs are encouraged to make a precautionary landing, if it is practical and appropriate for the situation.

Cancellation Due to Maintenance at Home Base
If maintenance issues are discovered prior to initial departure, it is the responsibility of the PT and IP (if on a dual flight) to determine if the maintenance issue is a grounding item.
1. Polk State Aerospace training aircraft do not operate with minimum equipment lists (MELs), thus the regulatory requirements of 14 CFR Part 91 apply when determining airworthiness prior to departure. 2. If the identified maintenance issue is a grounding item, it must be resolved prior to departure. 3. If the issue cannot be resolved, the operation must be cancelled due to maintenance. 4. If the operation is cancelled, every effort will be made to ensure that the affected PT is rescheduled as quickly as possible. 5. If the remaining flight schedule will be adversely affected, flight-training staff will contact affected students to coordinate schedule changes as necessary and in a timely fashion.

Cancellation Due to Maintenance after Precautionary Landing at an Outstation
If maintenance issues are discovered prior to departure from an outstation, it is the responsibility of the PT and IP (if on a dual flight) to determine if the maintenance issue is a grounding item.
1. If, in the opinion of the Director of Maintenance and/or the Chief Instructor, the aircraft cannot be reliably re-dispatched, the training operation will be cancelled due to maintenance. 2. Alternative arrangements will be coordinated to recover the PT and IP (if on a dual flight). 3. Polk State Aerospace crewmembers must properly secure the aircraft prior to leaving it unattended after a cancellation due to maintenance. 4. Polk State Aerospace students and instructional staff must **not** seek the assistance of on-site maintenance personnel unless absolutely necessary in the interest of safety. 5. On-site maintenance work and/or repairs must be authorized and coordinated by the Director of Maintenance and/or the Chief Instructor. 6. All preflight planning and standard flight dispatch procedures and requirements described in Sections 6 and 7 of this manual shall be complied with before a flight departs from an outstation after a maintenance delay or cancellation.

POLICY 6.5a: *No additional charges (e.g., recovery costs) will be billed to a PT when an operation is cancelled for a verified maintenance issue.*

POLICY 6.5b: *PTs will not be penalized for flight training course attendance or schedule adherence when a training operation is cancelled due to maintenance.*

6.6   Operation Cancellation Due to Personnel

PTs will not be penalized for flight training course attendance or schedule adherence when a training operation is cancelled due to the unavailability of Polk State staff, faculty, or other required personnel.

PTs may be penalized for flight training course attendance or schedule adherence when a training operation is cancelled due to the PT's unexcused absence, unexcused late arrival, or inadequate preparation, including vanity cancelations. All event cancellations for personnel reasons must be approved by a member of program staff.

POLICY 6.6a: *If an operation is cancelled due to staff or Aerospace personnel action or unavailability, a student shall not be penalized for that cancellation.*

POLICY 6.6b: *If an operation is cancelled due to a student's actions/inactions or unpreparedness, the student may be penalized for that cancellation.*

6.7   Operation Cancellation Due to Weather

PTs will not be penalized for flight training course attendance or schedule adherence when a training operation is cancelled because weather conditions are worse than the conditions specified in this manual. PTs, IPs, and staff shall use all available, pertinent sources of information to make a Go/No-Go decision. For dual-instruction flights when the PT is not a certificated pilot, the instructor pilot will make the determination to cancel or operate a flight. A PT will not cancel a flight training operation without consultation with the assigned instructor or a chief instructor.

1. The Preflight Risk Assessment form shall be used in **all** cases.
2. It is Polk State Aerospace policy to support the decision of any crewmember or staff member who cancels or delays a flight in the interest of safety.
3. As soon as it becomes known that a flight will be delayed or cancelled for any reason, the first crewmember or staff member who becomes aware of the situation should notify other affected persons so that alternative training operations can be determined and/or scheduled.

POLICY 6.7: *PTs will not be penalized for flight training course attendance or schedule adherence when a training operation is cancelled due to weather. (Cancelled flights must be made up prior to the end of the following week, weather permitting.)*

6.8   Logging Discrepancies and Airworthiness Determinations

At the completion of every Polk State Aerospace flight operation, the pilot in command is required to perform a postflight inspection of the aircraft in accordance with the appropriate aircraft checklist. All maintenance discrepancies discovered during that inspection along with any other known discrepancies shall be reported in accordance with policies established by the flight-training provider. The pilot in command shall ensure that appropriate staff personnel are aware of maintenance squawks so that the flight-training provider's maintenance personnel can take appropriate required action.

Discrepancies shall be noted on the flight Discrepancy Form (reference Appendix G) for maintenance review after every airplane and simulator training activity. Maintenance squawks shall be written clearly and legibly. Always provide adequate and appropriate information so that maintenance personnel will be able to take proper corrective action.

If a maintenance squawk involves or references an item of equipment or an instrument that is required for operation as specified in 14 CFR Part 91.205, then appropriate maintenance corrective action is required before the aircraft may be used for any flight operation. Such maintenance action must be recorded in the aircraft logbook by authorized maintenance personnel.

Airworthiness determination shall be based upon compliance with the requirements of 14 CFR Parts 91.205 and 91.213 regarding required equipment and required instruments; 14 CFR Part 91.405 maintenance required; and,

14 CFR Part 91.409 inspections. If the requirements specified in these regulations have not been met, the aircraft is considered unairworthy and shall not be operated.

> **POLICY 6.8:** *PTs are required to document any abnormality or failure of any system or component using the approved discrepancy reporting form. Failure to report known discrepancies will result is disciplinary action.*

6.9   Return to Service Evaluation

An aircraft shall not be returned to service until authorized maintenance personnel make appropriate entries in the aircraft maintenance records indicating the aircraft has been approved for return to service. All actions required to return an aircraft to service shall be accomplished in accordance with the approved policies and procedures established by the flight training provider.

The ultimate authority regarding aircraft return to service is the Chief Instructor. If there is any doubt regarding the aircraft's airworthiness, the Chief Instructor will resolve the issue with the Director of Maintenance and make the ultimate determination of whether or not an aircraft is approved for return to service.

> **POLICY 6.9:** *PTs are not authorized to operate any aircraft with a known airworthiness discrepancy until that item has been documented and deferred or corrected by a Chief Instructor or designee. Neither PTs nor IPs are authorized to return an aircraft to service after an airworthiness discrepancy has been identified.*

6.10   Aircraft Fueling

Unless directed otherwise by specific AFM/POH procedures or limitations, the following operating procedures shall be followed during aircraft fueling:

Fueling: Operating Procedures
1. The PIC should supervise aircraft fueling whenever possible to ensure that the correct tanks are filled with the right quantity, type, and grade of fuel.
2. Smoking is prohibited in or within 50 feet of an aircraft.
3. Turn off all aircraft electrical power and ensure that all electrical and ignition switches are off before fueling.
4. Do **NOT** fuel the aircraft if thunderstorms are in the vicinity of the airport.
5. All Cessna aircraft require the use of a ladder for fueling operations.
6. Ensure that cell phones are not used in close proximity to the aircraft and any fuel truck or fuel pump during aircraft fueling.
7. Ground the aircraft prior to fueling operations by connecting the aircraft to the refueling equipment or truck using an approved cable before making any fueling connection to the aircraft.
8. Ensure that the fuel nozzle is held against the refueling opening to make electrical contact during fuel transfer.
9. Ensure that the grounding connection (cable) is connected to the aircraft until the fueling operation is complete.
10. The pilot in command must confirm visually the amount of fuel in each aircraft fuel tank after fueling.
11. The pilot in command must ensure that the fuel caps have been securely replaced following each fueling.
12. Ensure that no one is in the aircraft during fueling.

> **POLICY 6.10a:** *The pilot in command shall ensure that aircraft fueling operations are conducted in accordance with Section 6.10 of the Polk State Aerospace Program Operations Manual.*

General Fueling Practice. There are two primary methods for obtaining fuel for aircraft use:
(1) Self Service and (2) Full Service.

Self Service requires usually that the aircraft be moved to the location where fuel is to be obtained and that the pilot performs the fueling operation. The aircraft can be moved to the fueling location by taxiing the aircraft using its own power, or it can be towed to the fueling location using a tow bar manually, or by using a tow bar and an appropriate tow vehicle. When a Polk State crewmember moves an aircraft to a fueling location, that crewmember is responsible for insuring operational safety regarding both personnel and the aircraft during that operation. That responsibility includes but is not limited to the following: (1) Insuring safe clearance between the aircraft, other aircraft, and other objects whether the aircraft is taxied or towed; (2) maintaining acceptable speed and positive control of the aircraft at all times to ensure that the aircraft can be stopped and maneuvered to prevent a fire hazard regarding proximity to fueling facilities, equipment, or other aircraft; and (3) insuring compliance with all fueling operating procedures.

Full Service means usually that the fuel dispensing equipment is brought to the aircraft and that an individual other than the pilot performs the fueling operation. Regardless of who completes the fueling operation, the PIC is responsible for insuring compliance with all fueling operating procedures.

Note: When at an outstation, the Self Service cost per gallon is almost always lower than the Full Service cost per gallon. Fuel purchase reimbursement is based upon the self-service, per-gallon rate at Lakeland.

> **POLICY 6.10b:** *Fuel cards must be returned at the end of the relevant training period. PTs who fail to return a fuel card or lose a fuel card assigned to them will be subject to a $50 penalty.*

6.11   Contact Procedures
Polk State Aerospace standard communication protocol: All entities should be contacted as appropriate.

Emergency Action Required (accident, crime, or other critical safety issues):
- 911 for police, fire, or medical emergencies
- Eric Crump, Program Director: 352-278-8159
- Polk State Airside Security: 863-297-1010, #4000
- Polk State College Security: 863-297-1059
- Billy Walker, Chief Instructor: 386-677-5724
- Jim Spears, Asst. Chief Instructor (LAL): 813-340-5542
- Transportation Safety Administration (TSA) hotline: 866-427-3287

General Information:
- Eric Crump, Program Director: 352-278-8159 and/or ecrump@polk.edu
- Gordon Mayes, Program Coordinator: 863-669-2333 and/or gmayes@polk.edu
- Billy Walker, Chief Instructor, Sunrise Aviation, 904-781-7614 and/or SunriseAviationJax@yahoo.com
- Jim Spears, Asst. Chief Instructor (LAL), Sunrise Aviation: 813-340-5542
- Lakeland Dispatch: 863-644-4270 and/or lal.dispatch@flysunrise.com
- Lakeland, Linder Regional Airport (KLAL):
  - 863-834-3298 (normal business hours)
  - 863-834-4911 (after hours)

SECTION 7: GROUND OPERATIONS

Objective: *To identify standard operating practices when parked or in motion on the ground and to raise awareness of safety-related issues that can occur in this seemingly benign operational scenario.*

7.0   General

All Polk State Aerospace ground and flight operations shall be accomplished in accordance with guidance and requirements specified in applicable POH or approved AFM documents, the *Aeronautical Information Manual*, applicable federal or state regulations, and this document. If this document conflicts with official regulation or guidance, the more restrictive regulation or guidance shall be followed.

The PIC must escort passengers on the ramp and brief all passengers on the hazards of ramp operations.

7.1   Preflight Preparation

The pilot in command is responsible for ensuring that appropriate and adequate preflight preparation is accomplished before *every* flight. The minimum requirements for preflight preparation (action) are specified in 14 CFR, Part 91.103 and specify that each pilot in command shall, before beginning a flight, become familiar with *all available information concerning that flight*. This information *must* include the following:

Minimum Requirements for Preflight Planning*

1. For any flight under *IFR* or any flight *not in the vicinity* of an airport,
        (1) weather reports and forecasts,
        (2) fuel requirements,
        (3) alternatives available if the planned flight cannot be completed, and
        (4) any known traffic delays of which the pilot in command has been advised by ATC.

2. For every flight,
        (1) the runway lengths at airports of intended use, and
        (2) takeoff and landing distance information and requirements computed in accordance with the procedures and data specified in the approved AFM or POH.

3. Pilots must calculate weight and balance data for each flight using the current version of the Polk State Aerospace Flight Dispatch Form. A copy of the form can be found in Appendix F of this document. The form can be downloaded from the Aerospace Operations Portal.
4. Pilots shall file a flight plan for all flights outside the local area.
5. Pilots shall ensure that loose items are secured prior to flight.
6. The PIC shall ensure that appropriate survival and safety equipment for the intended operation area is onboard the aircraft.
7. The PIC shall ensure that an FAA approved personal flotation device for each occupant is onboard the aircraft and readily accessible if the aircraft is operated over water and beyond gliding distance from land.
8. Fire extinguishers shall be readily accessible during engine start and aircraft refueling.
9. After all preflight planning is complete, the PIC shall complete a 5-P assessment to ensure that safety or operational issues have not been overlooked.

*See Section 6.1 in this manual for additional dispatch requirements for all Polk State Aerospace flights.

> **POLICY 7.1:** *The pilot in command of every Polk State flight is responsible for completing all required preflight planning and preparation steps and validating that all steps have been appropriately performed via the Aircraft Acceptance Checklist (Appendix H). All solo flights require an instructor/staff release signature.*

7.2   Preflight Briefing Requirements

The pilot in command of *every* Polk State Aerospace flight shall obtain a preflight briefing for all flights and shall file a flight plan for any flight not in the vicinity of an airport. The briefing should include the most current available weather reports and forecasts and all applicable data and NOTAMS for applicable airport(s), airspace, and NAVAIDs. Pilots should ask for NOTAMs contained in the Notices to Airmen Publication; they are not furnished during an FSS briefing unless requested. The required briefing service may be obtained from flight service at 1-800-WXBRIEF or www.1800wxbrief.com. Alternatively, you may access the Direct User Access Terminal System (DUATS) using a personal computer or the ForeFlight mobile application.

For dual flights, the instructor pilot (IP) will brief the student regarding all planned flight and instructional operations.

7.3   Aircraft Validation

The pilot in command and the instructor pilot shall confirm the following items before each flight:
1. Airplane registration confirmed;
2. Airplane Hobbs/Tach times confirmed; and,
3. Aircraft maintenance status verified with no open maintenance issues.

7.4   Preflight Inspection Requirements

The pilot in command and the instructor pilot shall confirm the following items before each flight:
1. A thorough preflight inspection completed by reference to the applicable printed aircraft checklist must be completed prior to every flight;
2. Fuel and oil quantity must be verified visually prior to every flight;
3. Security of fuel and oil tank caps must be verified visually prior to every flight; and
4. Smoking is prohibited in or within 50 feet of aircraft and on any aircraft ramp area.

For dual flights, the instructor pilot will verify the accomplishment of an adequate preflight check, and both the instructor and student must confirm fuel and oil quantity.

> **POLICY 7.4:** *The pilot in command of every Polk State flight is responsible for ensuring that an adequate preflight inspection is performed in accordance with an approved, printed checklist for the specific make and model airplane before **every** flight.*

7.5   Passenger Briefing

14 CFR Part 91.107 requires the PIC to ensure that each person on board is briefed on how to fasten and unfasten his or her safety belt and, if installed, shoulder harness. In addition, the PIC must ensure that each person on board has been notified to fasten his/her safety belt and, if installed, shoulder harness. The briefing should be done prior to engine start and *must* be done before the aircraft begins to move.

It is good practice and is required for all Polk State flights that passengers be briefed on the proper use of safety equipment, exit information, sterile cockpit procedures, and other safety and comfort issues. The following checklist should be used to complete this process:

Figure 7-5:	Passenger *SAFETY* Briefing
S	Seatbelts fastened for taxi, takeoff, and landing (*operation explained*). Shoulder harnesses fastened for takeoff and landing (*operation explained*). Seat position adjusted and locked in place (*operation explained*).
A	Air vents (*location and operation explained*). All environmental controls (*discussed*). Action in case of any passenger discomfort.
F	Fire extinguisher (location and operation).
E	Exit Doors (*how to secure; how to open*). Emergency evacuation plan. Emergency/survival kit (*location and contents*). Equipment (*location and operation*).
T	Traffic (*scanning, spotting, notifying pilot*). Talking (*"sterile cockpit" expectations and procedures*)
Y	Your questions? (Speak up!)

POLICY 7.5: *The pilot in command of every Polk State flight is responsible for conducting a passenger briefing in accordance with the guidance in this section before starting the aircraft engine(s).*

7.6 Takeoff/Departure Briefing

Each Polk State Aerospace crewmember shall complete a takeoff/departure briefing prior to every takeoff. As a minimum, the planned taxi route from ramp parking spot to the expected takeoff runway must be planned and briefed before aircraft movement occurs. If the required briefing is completed prior to taxi, it shall be followed up with a takeoff briefing confirmation and re-briefing of any items or conditions that have changed or that were not covered in the initial briefing. The briefing shall be clearly spoken aloud for all flights including solo flights.

The following guidelines are minimum requirements for an effective takeoff/departure briefing:
1. Weather conditions at the time of departure and the anticipated effects of those conditions on the take-off and departure.
2. The planned taxi route from the ramp/parking area to the expected takeoff runway. This shall include the use of an airport diagram, reference to identified "hot spots," any complicated taxi procedures or unusual taxiway/runway configurations, NOTAMS, and ATIS information pertinent to taxi operations.
3. Runway in use including usable length (as applicable to full length or intersection takeoff) and the computed accelerate stop distance determined during preflight planning.
4. Flap setting to be used for the takeoff.
5. Planned V-speeds for the takeoff.
6. Expected departure route and/or traffic pattern procedures to be followed.
7. Airplane navigation radio setup.
8. Radio communication frequencies to be used including radio and audio setup.
9. For all operations: Any significant terrain or obstacles relative to the departure routing and any other unusual conditions or procedures relating to the flight.
10. For IFR operations: Review of published departure procedures and minimum sector altitudes.
11. Rejected takeoff procedures and a plan for an engine failure during takeoff and during initial climb.
12. An emergency return plan.

For flights that include multiple takeoffs from the same airport or runway when no significant changes have occurred, the required briefing for subsequent takeoffs can be abbreviated as, "Standard procedures; No changes from previous briefing."

> **POLICY 7.6:** *The pilot in command of every Polk State flight is responsible for conducting a takeoff/ departure briefing in accordance with the guidance in this section prior to each takeoff.*

7.7   Engine Start

Engine start will be conducted according to the guidance in the Pilot's Operating Handbook or Aircraft Flight Manual, the Aeronautical Informational Manual, and the following requirements:

Engine Start Procedures, General:
1. If an engine starter fails or is inoperative, Polk State crewmembers ***shall not*** "hand prop" an engine. If a starter is inoperative, contact the flight-training provider's maintenance manager for instructions.
2. Before starting engines pilots will close doors, turn on the rotating beacon, thoroughly clear the immediate area, and ensure nearby personnel are aware of the impending engine start.
3. No person is permitted to approach, board, or exit an aircraft with the engine(s) running except for authorized maintenance personnel.
4. Pilots must use caution to prevent damage as a result of propeller blast.

5. Pilots must be thoroughly familiar with engine fire procedures during start. Pilots should
    a. Use caution not to over prime; and
    b. In case of engine fire during start, follow manufacture's guidance; however, do not endanger yourself or your passengers;

6. Do not try and fight the fire if you have exited the aircraft.

> **POLICY 7.7a:** *All Polk State crewmembers shall operate aircraft engines in accordance with guidance, procedures, and limitations specified in the approved AFM or POH and this manual.*

> **POLICY 7.7b:** *Polk State crewmembers shall not "hand prop" or allow any other person to start an aircraft engine during any Polk State operation using "hand propping" procedures.*

7.8 Taxiing

All aircraft operations shall be conducted in accordance with the approved AFM or POH, and written checklists will be used in accordance with Section 2.6 of this manual. In addition, the following procedures shall be followed:

Taxi Procedures, General:

Taxi Route Planning: Pilots shall have a current airport diagram available for every airport of intended use if one is available and shall preplan taxi routes.

Clearance from Obstructions: Pilots shall not taxi within 10 feet of an obstacle unless designated taxi lines—suitable for the make and model aircraft being operated—are followed.

1. Prior to aircraft movement or changing direction, the pilot in command shall ensure and verbalize:
   "Clear left, clear ahead, clear right, clear of traffic."
2. If an IP or PM is onboard, that individual shall also ensure and verbalize:
   "Clear left, clear ahead, clear right, clear of traffic."
3. An airplane must ***never*** be allowed to move unless you are certain that the propeller and all aircraft structure are and will remain completely clear of obstructions and persons.
4. If you are uncertain that adequate clearance can be maintained, then **DO NOT MOVE** the aircraft and **STOP** if you are already moving. It may be necessary for ground crew to move objects, or you may need to have the aircraft towed or moved to clear an obstruction.

Surface Conditions: Pilots will not

1. Taxi, takeoff, or land on surfaces with standing water, snow, or ice; and
2. Taxi when ground visibility is less than 1 SM.

Distractions: Eliminate all distractions inside the aircraft. (Sterile cockpit procedures must be briefed before aircraft movement.)

Communication: Pilots will

1. Observe sterile cockpit procedures during all taxi operations;
2. Obtain taxi clearance at controlled airports, or self-announce taxi intentions at uncontrolled airports before leaving the parking spot; and
3. Use standard terminology during *all* aircraft communication. Never use vernacular, CB slang, or other non-standard language when communicating with other crewmembers or when communicating with persons outside the aircraft.

Taxi Speed: Pilots shall not taxi faster than "walking speed" in congested areas.

1. Always proceed at a cautious speed on congested or busy ramps, and remember that what is reasonable and prudent under some conditions may be imprudent or hazardous under others.
2. A safe taxi speed will always
   (1) ensure passenger comfort;
   (2) permit positive and smooth aircraft control;
   (3) ensure the ability to see and recognize potential hazards in time to avoid them; and
   (4) permit you to stop or turn where and when desired without the need for excessive brake usage or causing unusual stress on aircraft structure.

If at any time you realize that you cannot comply with any of these requirements, slow down, or stop! Never taxi at a speed that you believe is too fast for the existing conditions. *Note:* Never stop on an active runway without ATC clearance at controlled airports, and never stop on an active runway at any airport, unless required by an emergency situation or condition.

Engine Run-Up: Pilots will

1. Ensure that the run-up area is clear of debris and obstacles.
2. Always orient the aircraft to avoid prop blast of other aircraft, persons, and/or property.
3. Never perform engine run-up in the tiedown area of the parking apron.
4. Always perform run-ups at KLAL in a designated run-up area.

7.9 Before Takeoff

All takeoffs shall be conducted in accordance with AFM or POH procedures. In addition, pilots shall do the following:

Before Takeoff, General:
1. The PIC shall complete a 5-P assessment prior to takeoff to ensure that safety or operational issues have not been overlooked, and sterile cockpit procedures shall be observed.

2. Prior to taxiing onto any runway or landing area
    a. Scan visually the approach areas and runway surface areas for possible landing traffic and execute necessary and appropriate clearing maneuvers to permit a clear view of those areas;
    b. Once the area has been visually cleared for traffic, the pilot-in-command shall verbalize:
        "Clear left, clear ahead, clear right, clear of traffic."
    c. If an IP or PM is onboard, that individual shall also ensure and verbalize:
        "Clear left, clear ahead, clear right, clear of traffic."
    d. Turn on landing, taxi, and strobe lights; ensure that the anti-collision light is on; and ensure that navigation lights are on during night operations.

3. At airports with an operating control tower, pilots shall establish and maintain radio communication on the appropriate ATC radio frequency and conduct all operations in accordance with an ATC clearance.

4. At airports without an operating control tower, pilots shall
    a. Self-announce intentions prior to crossing or entering any runway and before beginning a takeoff using phraseology recommended in the Aeronautical Information Manual; and
    b. Avoid extended holding delays across the hold line or in takeoff position.

5. Only takeoff or land at active public airports listed in National Oceanic and Atmospheric Administration (NOAA) flight information publications, or those designated by the Chief Flight Instructor;
6. Do not takeoff or land on runways less than the sum of the computed aircraft takeoff distance and landing distance, or 2,000 feet long, whichever is greater; and
7. Do not takeoff or land on runways less than 50 feet wide.

7.10 After Landing

To give full attention to controlling the airplane during the landing roll, after-landing checklist items should be performed only after the airplane is clear of the runway. In addition, do the following:

After Landing, General:
1. Leave landing, taxi, and strobe lights on until clear of the runway.
2. At airports with an operating control tower, pilots shall establish and maintain radio communication on the appropriate ATC radio frequency and conduct all operations in accordance with an ATC clearance.
3. At airports without an operating control tower, pilots shall self-announce on CTAF intentions prior to crossing or entering any runway using phraseology recommended in the Aeronautical Information Manual.
4. Avoid delays on an active runway and clear the runway as soon as possible.
5. Do not accomplish the After Landing Checklist until clear of all runways with the aircraft stopped.
6. Sterile cockpit procedures shall be observed until the Parking checklist and all items associated with that checklist have been completed.

7.11 Aircraft Shutdown shall be in accordance with AFM or POH recommendations and procedures. Parking, shutdown, and securing checks shall be completed in accordance with the appropriate written checklist. No aircraft should be shutdown during training operations, particularly at an outstation, unless absolutely necessary for safety or biological reasons.

7.12   Securing the Aircraft

After shutdown, the flight controls shall be secured using a control lock or other approved means.
Before exiting the aircraft, ensure that

1. All switches are off.
2. All windows are closed.
3. The parking brake is off (or set according to POH/AFM/checklist procedures).
4. All personal items (including trash) are removed from the airplane.[1]
5. Tie-downs must be secured to the aircraft after each flight and any time the aircraft is left unattended. (Tie-down is not required if a *Positive Aircraft Handoff* to the outbound crew has occurred.)[2]
6. The nosewheel must be chocked.
7. The pilot mast(s) is/are covered.
8. The aircraft cover is installed and securely strapped.
9. The PT **and** the IP on dual-instruction flights shall verify **and** verbalize that the aircraft master switch is OFF.

Note 1: Crewmembers are responsible for cleanliness of rental aircraft after each flight. If trash is found onboard an aircraft during preflight, the last student who flew the aircraft will be charged a **$25.00 cleaning fee**. If you find trash during preflight, report it to operations. If you don't report it and leave it, you will be charged. Avoid the extra fee; clean up after yourself!

Note 2: **Positive Aircraft Handoff** means direct, face-to-face contact *and* agreement between inbound and outbound crews regarding the transfer of responsibility for an aircraft. When this occurs, the outbound crew has accepted responsibility for the aircraft from the time the handoff is accomplished. In all cases, the aircraft must be tied down if there is **any** question that safety might be affected or that property damage might occur if the aircraft is not tied down.

> **POLICY 7.12:** *A dead-battery occurrence that results from leaving the Master Switch on or otherwise improperly securing an airplane will be the financial responsibility of the student.*

7.13   Postflight Inspection

A postflight inspection shall be completed after *every* flight. Any maintenance discrepancies for either aircraft or simulators shall be noted on the Discrepancy Form at completion of each training activity or flight. A thorough postflight inspection serves two purposes: (1) It permits discovery of maintenance discrepancies that may have developed since your preflight inspection, and (2) it documents aircraft condition at the end of your flight.

Fuel quantity should be noted during the postflight inspection and subsequently reported to Dispatch to allow for accurate fuel planning for the next flight.

7.14   Postflight Briefing

After each flight lesson or dual flight, IPs will discuss, critique, and grade student performance. The briefing should cover both strong points and performance areas that need improvement. PTs should feel free to ask questions and should not leave the postflight briefing unless they are satisfied that all questions have been answered or addressed adequately.

POLICY 7.14: *The pilot in command of every Polk State flight is responsible for ensuring that every aircraft is properly secured after flight and for validating that all postflight steps have been appropriately performed via the Aircraft Return Checklist (Appendix H). All flights require an instructor/staff confirmation signature.*

7.15 Radio Communication Procedures

Two-way radio communication provides one means for pilots to send and receive information. Effective, accurate, and correctly understood information transfer is essential to flight safety. All Polk State crewmembers will adhere to the following procedures:

Standard Radio Communication Procedures, General:
1. Polk State Crewmembers must use approved aviation headsets during all flight operations;
2. Each radio communication must be acknowledged by using the appropriate aircraft call sign in the following format:
a. Aircraft type, model, *or* manufacturer's name followed by
b. The digits/letters of the registration number; e.g., Cessna 1234F, etc. (Drop the "N" prefix to the registration number when the make or model is used.)
c. Abbreviated call signs using the prefix and the last three digits/letters of the aircraft identification may be used after communication is established; e.g., Cessna 34F.
3. The full aircraft call sign should be used whenever other flights with similar numbers/sounds or identical letters are on the same frequency.
4. Pilots must be familiar with and use standard phraseology and technique as recommended in the ***Aeronautical Information Manual*** and the ***Pilot/Controller Glossary*** to the greatest extent possible; however, if concise phraseology is not deemed to be adequate, pilots should use *any* words necessary to ensure that accurate communication has occurred.
5. Pilots shall not use unapproved jargon or "CB" slang during aircraft radio communication. Sterile cockpit procedures prohibit non-operational and non-safety related radio communication during critical phases of flight.
6. At uncontrolled airports, pilots shall self-announce position on crosswind, downwind, base, and final using phraseology recommended in the *Aeronautical Information Manual.*
7. Pilots should listen before transmitting to ensure that no other communication is in progress.
8. Pilots should use the following sequence and format when establishing radio contact:
a. The name of the facility being called;
b. The full aircraft identification;
c. Aircraft position (if applicable);
d. An initial message or request *if it is short;*
e. The phrase "student pilot" if the pilot wishes to receive enhanced assistance.

Refer to the *Aeronautical Information Manual* (AIM), Section 2 for additional information.

7.16 Collision Avoidance

14 CFR Part 91 requires each pilot to maintain a vigilant lookout for other aircraft at **all** times regardless of whether the operation is conducted under instrument or visual flight rules.

Collision Avoidance Procedures, General:
Aircraft Visibility: To enhance aircraft visibility, the following procedures shall be used: 1. Prior to crossing a runway, turn on landing, recognition, and strobe lights; turn landing, recognition, and strobe lights off once your aircraft is clear of the crossed runway. 2. Prior to taking the runway for departure, turn on landing, recognition, and strobe lights (as installed on the aircraft). 3. After landing, leave landing, recognition, and strobe lights on until clear of the runway.
Traffic Clearing Procedure: Prior to crossing or taxiing onto a runway or landing area, pilots shall scan the approach area for possible landing traffic, execute appropriate maneuvers as necessary to provide a clear view of the approach areas, and verbalize: *"Clear left, clear ahead, clear right, clear of traffic."* If there is an IP or PM onboard, that person shall verify and verbalize: *"Clear left, clear ahead, clear right, clear of traffic."*

7.17 Runway Incursion Avoidance

The potential for runway incidents and accidents can be reduced through adequate planning, coordination, and communication. The following steps are required for Polk State Aerospace flight operations.

All Polk State crewmembers shall comply with the following guidelines during all taxi operations:
1. Sterile cockpit procedures must be complied with during critical phases of flight.
2. All taxi operations shall be preplanned as part of the normal preflight planning process.
3. Airport diagrams and/or taxi charts must be used at airports for which they are available, and special attention should be given to any "hot spots" noted on the diagrams.
4. NOTAMs and ATIS broadcasts must be used for every flight to identify temporary and/or airport-specific risks.
5. At all airports, turn on all exterior lights prior to entering or crossing any runway; turn off exterior lights except those required for normal time-of-day taxi operations after clearing the runway.
6. At tower-controlled airports, never enter a runway or cross a runway hold short line without both receiving and reading back a specific ATC clearance to do so. In addition, accomplish through visual scanning/clearing procedures before entering or crossing any runway, and verbalize, *"Clear left, clear ahead, clear right, clear of traffic."* The PM shall verify and verbalize, *"Clear left, clear ahead, clear right, clear of traffic."*
7. At uncontrolled airports, never enter or cross a runway until thorough visual scanning/clearing procedures have been accomplished, verbalizing, *"Clear left, clear ahead, clear right, clear of traffic"* and radio self-announcement procedures have been accomplished to ensure that no traffic conflicts exist. The PM shall verify and verbalize, *"Clear left, clear ahead, clear right, clear of traffic."*
8. A taxi briefing or taxi self-briefing shall be accomplished before taxi and prior to initial descent for landing for all flights. The following items should be included in a taxi briefing:
    a. Timing and execution of checklists.
    b. Checklists shall only be accomplished when the aircraft is stopped or when taxiing straight ahead on a taxiway that does not have complex intersections or requirements.

c. Brief the importance of sterile cockpit procedures, but encourage all occupants to speak up if they see or suspect a potential traffic conflict.

d. Brief the expected taxi route including hold short lines, runways to cross, hot spots, and other potential safety or conflict issues.

e. Read back all ATC clearances to cross or hold short of a runway.

f. Read back all takeoff and landing clearances, including the aircraft call sign, the runway designator; and, if applicable, the intersection from which the takeoff will begin.

g. At tower-controlled airports, never stop on a runway or turn onto a crossing runway without receiving a specific ATC clearance to do so.

h. Address and consider your previous experience or your lack of previous experience at an airport.

i. Request "progressive taxi" instructions at tower controlled airports if you are uncertain of—or uncomfortable with—a taxi clearance.

j. Write down complex taxi instructions especially at unfamiliar airports.

SECTION 8: FLIGHT OPERATIONS

Objective: *To identify standard operating practices for use during all flight operations and to raise awareness of safety-related issues.*

8.0   **General**
All Polk State Aerospace ground and flight operations shall be accomplished in accordance with guidance in the following documents or publications:
1. Applicable POH or approved AFM documents;
2. The *Aeronautical Information Manual;*
3. Applicable federal or state regulations;
4. Aircraft checklists that comply with POH or AFM guidance and requirements;
5. The Polk State Aerospace Program Operations Manual; and
6. Applicable Polk State Aerospace Standardization Manuals.

Note: If information in the POM conflicts with official regulation or guidance, the more restrictive regulation or guidance shall be followed.

8.1   **Prohibited Operations:**
The following operations are prohibited for all Polk State operations and/or in aircraft used in Polk State Aerospace operations:
1. Night solo operations are prohibited for program students regardless of certification level. All solo flights must be returned and secured on the ground no later than 30 minutes prior to sunset.
2. Night operations to airports that do not provide operating visual vertical guidance to the landing runway.
3. Formation flights.
4. Towing aircraft or banners.
5. Parachuting or sky diving.
6. Commercial operations.
7. Carrying hazardous cargo.
8. Pilots are not authorized perform any maintenance functions on aircraft operated by or for Polk State Aerospace.
9. Takeoff after an off-airport landing.
10. Takeoff after a precautionary landing unless the policy specified in Section 6.3 of this manual has been followed.
11. Touch-and-go landing operations, including dual and solo flight operations.
12. Single pilot flight by instrument reference only without an instructor pilot on board.
13. Single pilot instrument procedures in either actual or simulated instrument meteorological conditions, except in an emergency situation. A single pilot can track instrument enroute and approach courses in VFR weather conditions if outside visual reference and traffic watch practices are maintained. No view-limiting device can be used during any single pilot operation.
14. Single pilot flight on an instrument flight plan.
15. For simulated or actual instrument approaches, descent below 1,000 feet AGL unless the aircraft is established in a stabilized approach configuration as specified in the definitions section of this manual. For actual or simulated instrument approaches, if an approach becomes unstabilized at or below 300 feet AGL, an immediate missed approach procedure shall be accomplished.

16. For visual approaches, descent below 500 feet AGL unless the aircraft is established in a stabilized approach configuration as specified in the definitions section of this manual. For visual approaches, if an approach becomes unstabilized at or below 300 feet AGL, an immediate go-around procedure shall be accomplished.
17. Aerobatics, except maneuvers required by the training syllabus.
18. Repeated landing practice on solo flights, except as required by the training syllabus.

8.2   Checklist Usage for Polk State Aerospace Operations

Aircraft checklists shall be used as specified in this manual for *all* Polk State Aerospace ground and flight operations. See Section 2.6 for detailed guidance on checklist usage.

8.3   Takeoff and Departure

1. Sterile cockpit procedures must be complied with during critical phases of flight.
2. The PIC shall complete a 5-P assessment prior to takeoff.
3. All applicable checklists shall be completed as explained in this manual prior to taxiing onto the runway.
4. Before taxiing onto the runway or takeoff area, the pilot should ensure that the engine is operating properly and that all controls, including flaps and trim tabs, are set in accordance with the before takeoff checklist.
5. The pilot shall make certain that the approach and takeoff paths are clear of other aircraft.
6. At tower-controlled airports, the pilot shall obtain and read back (including the runway designation) a takeoff clearance prior to crossing the runway hold-short line (e.g., "Cessna 123 Papa Sierra, cleared for takeoff on Runway 8 Left").
7. At uncontrolled airports, pilots shall announce their intentions, including the runway designation, on the common traffic advisory frequency (CTAF) assigned to that airport prior to entering the runway.
8. Pilots shall turn on all exterior lights prior to entering the runway.
9. All takeoffs shall be made into the wind as nearly as possible unless considerations require otherwise.
10. Maximum tailwind for takeoff is 10 knots, and the tailwind must be accounted for in takeoff performance/weight and balance computations.
11. When takeoff is made behind another aircraft, wake turbulence must be considered. Takeoff should never be made close behind a turbojet or large aircraft.
12. Minimum runway length for takeoff is the computed wind-temperature adjusted takeoff distance added to the computed wind-temperature adjusted landing distance for the aircraft or 3,000 feet whichever is greater.
13. Local noise-abatement should be complied with; however, safety always takes precedence over noise abatement.
14. Takeoff from any runway other than hard surface is prohibited.
15. Takeoff from any airport not listed in the approved airport list (see Appendix D) is prohibited, unless prior consent is obtained from a Chief Instructor.

8.4   Climb
1. Sterile cockpit procedures must be complied with during critical phases of flight.
2. The Climb Checklist shall not be accomplished at an altitude below 1,000 feet AGL or until clear of the departure airport traffic pattern whichever is higher.
3. The Climb Checklist shall be used after the completion of training maneuvers to ensure that aircraft configuration is returned to normal; in this mode the Climb Checklist is to be completed at the altitude existing after all maneuvering is completed. (See Section 8.18 Minimum Altitude to Complete Aerial Maneuvers.)
4. Exterior lights shall be left on in accordance with standard checklist procedures until the flight has reached cruise altitude.
5. The Pilot Flying (PF) shall make, and the Pilot Monitoring (PM) shall acknowledge and confirm, the following altitude awareness callouts during all climbs and descents:
    a. 1,000 feet prior to reaching an assigned or planned altitude: "1,000 till level off."
    b. 200 feet prior to reaching an assigned or planned altitude: "200 till level off."
    c. Reaching an assigned or planned altitude: "Level at _____ feet."
6. During climb, clearing turns shall be made frequently to ensure traffic avoidance.

8.5   Cruise
1. Sterile cockpit procedures are not required during cruise flight; however, acceptable situational awareness and attention to all operational and safety related duties shall be insured at all times.
2. The cruise checklist shall be completed after
    a. The flight has reached initial cruising altitude, and
    b. The aircraft has been trimmed for cruise flight with cruise power set.
3. Landing and taxi lights are normally turned off with the cruise checklist; however, the PIC may elect to leave these lights on for collision avoidance if deemed necessary due to traffic or other factors.
4. The pilot shall complete a 5-P checklist assessment once stable at cruise altitude and every hour thereafter throughout the cruise segment of the flight.

8.6   Maneuvering Flight
1. The pre-maneuver checklist shall be performed before beginning any training maneuvers.
2. All exterior aircraft lights shall be turn on before beginning any training maneuvers.
3. All maneuvering flight shall be conducted in compliance with POH/AFM guidance and limitations.
4. Adequate and appropriate clearing turns and visual scanning for traffic shall be completed before beginning any training maneuver.

8.7   Descent
1. Sterile cockpit procedures must be complied when the descent for landing is begun.
2. The Pilot Flying (PF) shall make, and the Pilot Monitoring (PM) shall acknowledge and confirm, the following altitude awareness callouts during all descents and climbs:
    a. 1,000 feet prior to reaching an assigned or planned altitude: "1,000 till level off."
    b. 200 feet prior to reaching an assigned or planned altitude: "200 till level off."
    c. Reaching an assigned or planned altitude: "Level at _____ feet."
3. The PIC shall complete the Descent Checklist either just before the descent has begun or as soon as practicable after descent is begun.

8.8   Arrival in the Airport Area
1. Sterile cockpit procedures must be complied with during critical phases of flight and are critically important in airport/terminal areas.
2. The PIC shall complete a 5-P assessment prior to traffic pattern entry or prior to the final approach fix for IFR flights.
3. When approaching an airport for landing, the traffic pattern should be entered at a 45° angle to the downwind leg, headed toward a point abeam of the midpoint of the runway to be used for landing.
4. Traffic pattern entry should be in level flight to aid in collision avoidance.
5. The traffic pattern entry leg should be of sufficient length to provide a clear view of the entire traffic pattern and to allow the pilot adequate time for planning the intended path in the pattern and the landing approach.
6. At tower controlled airports, ATC may direct (or approve) alternate traffic pattern entries and procedures.
7. If two or more airplanes are inbound to an airport for landing, the airplane at a lower altitude has the right of way. However, do not use this rule to cut in front of another airplane that is on final approach to land or to overtake that aircraft.
8. Turn on all exterior lights when arriving in the airport area unless POH/AFM or checklist specify otherwise. Note: If meteorological conditions or other factors such as pilot disorientation/distraction dictate otherwise, the PIC may elect to turn strobe lights off. If this occurs, strobes should be turned on when it is safe to do so.
9. The Preliminary Landing checklist shall be *completed* prior to traffic pattern entry or prior to the final approach fix for IFR operations, and no closer than 5 nm from the airport in all cases.

8.9   Flight in the Traffic Pattern
1. Sterile cockpit procedures must be complied with during traffic pattern operations.
2. All turns in a standard traffic pattern shall be made to the left unless approved airport visual markings, information in the Chart Supplement, or ATC instructions specify otherwise.
3. Unless alternate procedures are specified for a specific airport or runway, traffic pattern altitude is 1,000 feet AGL.
4. Traffic pattern entry and exit procedures shall always conform to recommended guidance in the Aeronautical Information Manual unless deviation from this guidance is necessary for collision avoidance or to meet the needs of an abnormal or emergency situation.
5. Landing Checklist and Landing Gear Check
    a. The Landing Checklist will be performed before each landing, regardless of aircraft type.
    b. The landing checklist will be performed *no later than* the following checkpoints:
        i.   Mid-field downwind during traffic patter operations;
        ii. The Final Approach Fix (FAF) for IFR operations;
        iii. Three (3) miles from the runway threshold during straight-in or visual approaches.
    c. For complex aircraft, "*Three Green, Down & Locked*" will be verbally stated by the pilot flying (PF) at least 3 times
        i.   In the traffic pattern, abeam the numbers, on base, and on final;
        ii. Instrument approach: FAF, 1,000' AGL, crossing the threshold;
        iii. Visual approaches or straight-in approaches on final — 3 miles out, 2 miles out, 1 mile out.

8.10   Landing

1. Sterile cockpit procedures must be complied with during landing operations.
2. Pilots shall not perform straight-in VFR approaches to uncontrolled airports. (Note: This does not apply to practice instrument approaches being flown when an instructor is onboard and is able to simultaneously monitor ATC and the Common Traffic Advisory Frequency (CTAF) and make appropriate position calls on the CTAF.)
3. Pilots shall overfly (at a minimum altitude of 500 feet AGL) an uncontrolled airport with unknown runway surface or approach conditions before landing at that airport. (Note: This is not applicable to actual in-strument approaches.)
4. If electronic glide slope guidance is available, it shall be used for landings on runways so equipped during all normal operations, and altitude shall be maintained on or above the glide slope until a lower altitude is necessary to complete a normal landing. Nevertheless, there are occasions during flight training when landing approaches without the use of an available electronic glide-slope guidance are both necessary and appropriate. In those situations this shall not prohibit or limit an instructor's option to turn off or instruct a student to disregard glide slope indications as necessary and appropriate for training during daytime operations.
5. If visual vertical guidance is available, remain on or above the visual glide path until a lower altitude is necessary for a normal landing.
6. For all straight-in instrument approaches the approach must be stabilized before descending below 1,000 feet above the airport or TDZE. Note: See the definitions section for definition of a stabilized approach.
7. For visual approaches the approach must be stabilized before descending below 500 feet above the air-port elevation. Note: See the definitions section for definition of a stabilized approach.
8. For the final segment of a circling approach maneuver, the approach must be stabilized 500 feet above the airport elevation or at the MDA, whichever is higher. These conditions must be maintained throughout the approach until touchdown, for the approach to be considered a stabilized approach.
9. Descent rates greater than 500 fpm are not permitted in either the instrument or visual portions of an approach and landing operation at altitudes below 300 feet AGL.
10. For all landings, touchdown shall be made within the first third of the available landing distance. If touch-down does not occur or is not expected to occur within the first third of the available landing distance, an immediate go-around maneuver shall be accomplished. In most cases, available landing distance means the first third of the entire runway length; however, there are three situations in which the available land-ing distance will be less than the full runway length:
    a. Displaced threshold: A threshold that is located at a point on the runway other than the actual beginning or end of the runway surface. In this situation, touchdown must occur within the first third of the runway available beyond a displaced landing threshold.
    b. Land and Hold Short (LAHSO) Operations: Available landing distance for LAHSO means the portion of a runway available for landing and rollout for an aircraft cleared for LAHSO. The distance is measured from the landing threshold to the hold-short point and touchdown must occur within the first third of this distance. The pilot in command must refuse a LAHSO clearance if (s)he de-termines there is insufficient runway on which to land or if the pilot is uncertain that adequate runway is available.
    c. Long landing: For very long runways, the pilot in command may elect to adjust the touchdown point to a point beyond the normal touchdown zone. (This is most commonly done to minimize taxi time and expedite operations when the total runway available is significantly greater than the runway required for a normal landing for the specific aircraft type.) In this situation, touchdown must occur within the first third of that portion of the runway length that the pilot in command has determined is adequate for the landing considering all conditions.

11. Landing at an airport not listed on the approved airport list is prohibited, except in the case of an inflight emergency.
12. Landing on other-than-hard-surface runways is prohibited.

8.11   Go-Around

It is both a sound operating practice and Polk State Aerospace policy that all landing approaches shall be conducted using the assumption that a go-around *will* be accomplished at some time during the landing approach. This policy is intended to ensure that the pilot has developed an operating plan that can be implemented without delay whenever a landing cannot be accomplished as planned. In actuality most landing approaches will lead to a successful landing; this fact can result in a false sense of security and lead to a lack of planning for the eventuality that a landing approach might have to be abandoned. The balked-landing assumption protects a pilot from the normal and common tendency to become complacent regarding planning for go-arounds.

A go-around shall be accomplished in the following circumstances:
1. When instructed by ATC;
2. When the pilot determines that touchdown will not occur within the first third of the available landing distance;
3. When the pilot determines that the landing cannot be completed in compliance with policy and procedure contained in this manual, in the aircraft AFM/POH, or in the Aeronautical Information Manual;
4. When the pilot determines that the landing cannot be completed safely;
5. When the pilot is uncertain that the landing can be completed safely;
6. If the aircraft is not stabilized and in the landing configuration at 300 feet AGL.

8.12   Nonprecision Instrument Approaches

A non-precision approach is an instrument approach which provides lateral guidance but does not provide vertical guidance. The "non-precision" title for this type of approach should not be construed to mean that these approaches require less care or less precise aircraft control than approaches which provide a pilot with vertical guidance. If fact, non-precision instrument approaches can be more demanding of pilot skill, attention, concentration, and situational awareness than approaches that provide an electronic glide slope. To illustrate this point, consider that a high proportion of Controlled Flight into Terrain (CFIT) accidents have occurred during non-precision approaches.

Developing and maintaining the skills required to fly safe and successful non-precision approaches requires both adequate training and continuing practice. Instrument qualified pilots should adopt conservative personal minimums for this type of approach especially when flight currency is in question or when unusual or adverse conditions apply. Pilots in training should work with their instructors and other program staff members to develop appropriate personal minimums for all types of instrument flight operations with special considerations for non-precision approaches.

When flying non-precision instrument approach procedures, PTs should perform the following items:
1. Review the approach procedure to be used and verbally "brief the approach" prior to entering a 10NM radius of the initial approach fix.
2. Tune in and identify all radio navigation aids to be used for the approach procedure, including the missed approach. Tune in radio navigation aids used in the missed approach procedure prior to crossing the initial approach fix.

3. If obstructions exist in the approach area, identify them and identify strategies to avoid them.
4. Use available cockpit aids (e.g., heading bug, altitude bug, scratch pad) to identify intermediate fixes and/or the final approach course thereby creating redundancy in your navigational strategy.
5. Always use a GPS-overlay of the approach procedure, when available.
6. Complete the BEFORE LANDING Checklist prior to passing the final approach fix and no closer than 5 NM from the airport.
7. Complete the Landing GUMPS Check at the final approach fix, passing 1,000 feet AGL, 500 feet AGL, and prior to touchdown.
8. Descent shall not be made below 1,000 feet AGL unless the aircraft is established on a stabilized approach path to the runway as defined in this manual.
9. Do not, for any reason, descend below a published step-down altitude or minimum descent altitude unless established on a transition or segment of the approach for which a lower altitude is authorized.
10. When in doubt, always execute the published missed approach procedure (or the procedure assigned by ATC).

8.13 Precision Instrument Approaches

Precision instrument approaches provide both lateral and vertical guidance. As a result, precision approaches have typically lower weather landing minimums than non-precision approaches. These lower weather minima usually result in decision heights that are closer (lower) to the ground than approaches without vertical guidance. Though these approaches provide the lowest-available landing minimum, pilots in training should work with their instructors and other program staff members to develop appropriate personal minimums for all types of instrument flight operations including precision approaches.

If electronic glide-slope guidance is available, it shall be used for an approach to any runway so equipped. Glide-slope indications may be turned off or disregarded when required for training. In such cases, both the PF and the PM shall use all other available means to ensure that safe terrain/obstacle clearance is maintained.

When flying precision instrument approach procedures, PTs should perform the following items:
1. Review the approach procedure to be used and verbally "brief the approach" prior to entering a 10NM radius of the initial approach fix.
2. Tune in and identify all radio nav aids to be used for the approach procedure, including the missed approach. Tune in nav aids used in the missed approach procedure prior to crossing the initial approach fix.
3. If obstructions exist in the approach area, identify them and identify strategies to avoid them.
4. Use available cockpit aids (e.g., heading bug, altitude bug, scratch pad) to identify intermediate fixes, the final approach course, and/or glideslope intercept thereby creating a redundant navigational strategy.
5. Always use a GPS-overlay of the approach procedure, when available.
6. Complete the BEFORE LANDING Checklist prior to passing the final approach fix and no closer than 5 NM from the airport.
7. Complete the Landing GUMPS Check passing the final approach fix, passing 1,000 feet AGL, 500 feet AGL, and prior to touchdown.
8. Descent shall not be made below 1,000 feet AGL unless the aircraft is established on a stabilized approach path to the runway as defined in this manual.
9. Do not, for any reason, descend below a published step-down altitude or descent height until established on a published transition or approach segment that specifies a lower altitude.
10. When in doubt, always execute the published missed approach procedure (or an assigned alternate procedure when assigned by ATC).

8.14 Missed Approach

It is both a sound operating practice and Polk State Aerospace policy that all instrument approaches shall be conducted using the assumption that a missed approach will be accomplished at some time during the instrument approach. This policy is intended to ensure that the pilot has developed an operating plan that can be implemented without delay whenever an instrument approach cannot be completed as planned. In actuality, most instrument approaches will lead to a successful landing; this fact can result in a false sense of security and lead to a lack of planning for the eventuality that an instrument approach might have to be abandoned. The missed approach assumption protects a pilot from the normal and common tendency to become complacent regarding planning for missed approaches.

The missed approach maneuver shall be accomplished as directed in the missed approach procedure or as directed by ATC.

A missed approach shall be accomplished in the following circumstances:

1. When instructed by ATC.
2. When visual contact with the landing runway or the landing runway environment has not been established at MDA for precision approaches or at the missed approach point for non-precision approaches.
3. When the pilot determines that the instrument approach or landing cannot be completed in compliance with policy and procedure contained in this manual, in the aircraft AFM/POH, or in the Aeronautical Information Manual.
4. When the pilot determines that the instrument approach or landing cannot be completed safely.
5. When the pilot is uncertain that the instrument approach or landing can be completed safely.
6. When the aircraft is not stabilized and in the landing configuration at 300 feet AGL.

8.15 Positive Exchange of the Flight Controls

When two pilots have access to an aircraft's flight controls, there must be *always* a clear understanding between those pilots about who has physical control of the aircraft. There should *never* be any doubt as to who has physical control of the airplane.

The preflight briefing shall include procedures for the exchange of flight controls. The following descriptive titles shall be used for this briefing: (1) Pilot Flying (PF) and (2) Pilot Monitoring (PM). *Note:* See the definitions section of this manual for the definitions of both terms.

All Polk State crewmembers shall use the following positive, three-step process in the exchange of flight controls between pilots in *all* cases. During this procedure, a visual check is recommended to confirm that the other pilot actually has taken physical control of the flight controls.

The exchange of controls may be initiated in two possible scenarios:	
Scenario One: PF (flight instructor or crewmember) wants the PM (student or crewmember) to take physical control of the aircraft; PF relinquishes control to PM.	
1. PF (instructor) says to the PM (student)…	**"You have the flight controls."**
2. PM (student) takes control of the aircraft, becomes the PF, and acknowledges immediately…	**"I have the flight controls."**
3. PF (instructor) relinquishes physical control of the aircraft, becomes PM, and acknowledges immediately…	**"You have the flight controls."**

Scenario Two: PM (flight instructor or crewmember) wants to take physical control of the aircraft; PM takes control from PF.	
1. Flight instructor (PM) says to the student (PF)…	**"I have the flight controls."**
2. Student relinquishes physical control of the aircraft, becomes the PM, and acknowledges immediately…	**"You have the flight controls."**
3. Flight instructor takes physical control of the aircraft, becomes PF, and acknowledges…	**"I have the flight controls."**

This procedure shall be followed whenever two pilots have access to the flight controls and PF and PM roles are to be reversed. The pilot flying will "stay on the controls" until a positive exchange of control has been accomplished using this procedure. This will ensure that there is always someone flying the airplane and that there is never any question as to which pilot is physically controlling the airplane.

8.16   Night Operations

The following operations shall *not* be performed at night:

1. Night solo operations are prohibited for program students regardless of certification level. All solo flight must be returned and secured on the ground no later than 30 minutes prior to sunset.
2. Aerobatics of any kind.
3. Unusual attitudes, stalls, approach to stalls, or slow flight, except as required by an approved syllabus with an instructor who is qualified to act as PIC under instrument conditions in the aircraft used for the flight.
4. Operations at airports without runway lighting.
5. Landings on runways that do not have operating visual vertical guidance.
6. Visual or non-precision approaches to runways outside the local training area without visual glide path guidance.
7. Simulated emergency training, including forced landings, except training conducted to lighted runways and any electronic or visual glide slope shall be used to ensure a safe approach path.

8. Flight outside the local area *unless* the flight is operated under IFR, or *unless* the flight is required to be conducted under VFR by an approved syllabus, *and* a Polk State instructor, who is qualified to act as PIC under instrument conditions in the aircraft used for the flight is onboard.
9. Land and Hold Short Operations (LAHSO).

8.17   Collision Avoidance

14 CFR, Part 91 requires each pilot to maintain a vigilant lookout for other aircraft at *all* times regardless of whether the operation is conducted under instrument or visual flight rules.

To enhance aircraft visibility, the following procedures shall be used:
1. Prior to taking the runway for departure, turn on landing, recognition, and strobe lights in accordance with the Before Takeoff and Runway checklists.
2. Turn landing lights off in accordance with the cruise checklist.
3. Turn on landing and recognition lights as part of the Pre-Maneuvering HASSEL Check.
4. Turn on landing and recognition lights as part of the Descent Checklist.
5. After landing, leave landing, recognition, and strobe lights on until clear of all runways in accordance with the After Landing Checklist.
6. When the pilot determines that aircraft visibility enhancement is appropriate, and in the instances stated above, this shall serve as an additional cue to both the PF and PM to scan visually to confirm that no traffic conflict exists ahead or to the left or the right. Both pilots shall then verbalize, *"Clear left, clear ahead, and clear right, clear of traffic."*

Compliance with all airport operating procedures and traffic pattern procedures specified in Section 3 of the AIM is expected unless the PIC determines that another course of action is required to meet an emergency situation. Variations from standard traffic pattern procedures are permitted at uncontrolled airports when required for training purposes. The PF and PM shall exercise caution and use appropriate clearing and self-announcement procedures in all cases.

The following traffic clearing procedures and considerations shall be accomplished for all flights:
1. **Before takeoff:** Prior to taxiing onto a runway or landing area in preparation for takeoff, pilots shall scan the approach area for possible landing traffic, and execute appropriate maneuvers as necessary to provide a clear view of the approach areas. After determining that both the runway and the approach areas are clear of traffic, the PF shall verbalize, *"Clear left, clear ahead, clear right, clear of traffic."* The PM shall confirm and verbalize, *"Clear left, clear ahead, clear right, clear of traffic."*
2. **Climbs and descents:** During climbs and descents in flight conditions which permit visual detection of other traffic, pilots should execute gentle banks left and right at a frequency which permits continuous visual scanning of the airspace.
3. **Straight and level:** During sustained periods of straight-and-level flight, a pilot should execute appropriate clearing procedures at periodic intervals.
4. **Traffic patterns:** Entries into traffic patterns while descending should be avoided.
5. **Traffic at VOR and other navaid sites**: Due to converging traffic, sustained vigilance should be maintained in the vicinity of VORs and intersections.
6. **Maneuvering and Training operations:** Vigilance should be maintained and clearing turns should be made prior to any practice maneuver. During instruction, the PT should be asked to verbalize the clearing pro-cedures (call out, *"Clear left, clear ahead, clear right, clear above, clear below, clear of traffic"*).

7. **Aircraft blind spots:** The pilot of a high-wing aircraft should momentarily raise the wing in the direction of the intended turn and look for traffic prior to commencing the turn. The pilot of a low-wing aircraft should momentarily lower the wing and look for traffic prior to commencing the turn.

8.18   Minimum Altitude Limitations

All Polk State Aerospace crewmembers shall adhere to the minimum altitudes listed below:

Minimum Altitude Limitations - General	
Condition	**Minimum Altitude or Limitation**
Normal Operations	Do not fly below 1,000 feet AGL (2,000 feet AGL in designated mountainous terrain) unless required by specific regulation, airspace restriction, for takeoff or landing, or when accomplishing requirements from an approved syllabus of instruction.
Simulated Forced Landings	Do not perform simulated forced landings unless required by an approved syllabus and an approved flight instructor on board. Simulated forced landings shall be performed over sparsely populated areas only.
Descent Below 500 AGL	Do not descend below 500 feet AGL without the intent to land.
Simulated Forced Landing	Do not descend below 500 feet AGL during practice simulated forced landings, except to approved runways.
Simulated Forced Landing	Must ensure proper engine operation at least every 500 feet when performing simulated engine failures in single engine aircraft.
Aerobatic Maneuvers	May not conduct any aerobatic maneuvers below 2,500 feet AGL.
Stalls, Steep Banks, Slow Flight, or Unusual Attitudes	**Single-Engine**: May not perform stalls, turns over 55 degrees of bank, slow flight, or unusual attitudes below 1,500 feet AGL in single engine aircraft.
	Multi-Engine: May not perform stalls, turns over 55 degrees of bank, slow flight, or unusual attitude maneuvers below 3,000 feet AGL.
Multi-Engine, Simulated Engine Failure During Climb-Out	Instructors may accomplish simulated engine failure during climb-out in multi-engine aircraft by retarding a throttle, but not below 500 feet AGL nor below recommended V_{SSE} or V_{YSE}, whichever is greater.
Multi-Engine, Simulated Engine Failure Airborne	Instructors may only simulate engine failures while airborne, below 3,000 feet AGL, by retarding the throttle of the selected engine.
Multi-Engine, Simulated Engine Failure During Takeoff Roll	Instructors shall not simulate engine failures on the runway at an airspeed greater than 1/2 V_{MC} and then only if the aircraft is still on the runway with sufficient runway remaining to permit a normal stop.

Minimum Altitude to Complete Aerial Maneuvers		
Flight Maneuver	**Dual**	**Solo**
Simulated Emergencies[1]	500 AGL	Not Authorized
Ground Reference[2]	800 AGL	800 AGL
Private Pilot Maneuvers	1,500 AGL	2,000 AGL
Commercial Maneuvers	1,500 AGL	1,500 AGL
Steep Spirals[3]	1,000 AGL	1,000 AGL
Multi-Engine Feather/Shutdown	3,000 AGL and within 10 NM of an airport	Not Authorized
Multi-Engine V_{MC} Demo	4,000 AGL	Not Authorized
Simulated Single-Engine Go-around	500 AGL	Not Authorized

[1] Simulated Emergencies may go lower than 500 AGL in the traffic pattern (for dual instruction flights only).

[2] No ground reference maneuver may be initiated without first identifying an appropriate and safe area for a forced landing in the event of an emergency.

[3] Steep Spirals must be completed no lower than 1,000 AGL, however, may be combined with a simulated engine failure (for dual instruction flights only).

8.19   Use of Designated Practice Areas

1. Designated practice areas should be used for flight training operations that involve the performance of training maneuvers.
2. The PIC or IP is encouraged to self-announce intentions prior to beginning any maneuvers on frequency 122.75 MHz and shall monitor the frequency while conducting operations in a designated practice area.
3. Instructors and crewmembers shall coordinate operations in practice areas to the greatest extent possible to foster situational awareness and ensure traffic clearance.
4. All exterior lights shall be turned on for operations within a designated practice area.
5. Flights enroute to and from designated practice areas shall comply with all minimum altitude requirements specified in 14 CFR Part 91.119 and Section 8.16 of this manual.
6. Flights enroute to and from designated practice areas shall comply with hemispherical flight altitude requirements, if applicable.
7. Flights operating within designated practice areas shall comply with all minimum altitude requirements specified in 14 CFR Part 91.119 and specified in this manual: Section 8.
8. Flights enroute to or from, and operating within, designated practice areas shall remain clear of Military Operations Areas (MOA), other airspace that requires ATC clearance, and airport traffic patterns unless landing is to be made at that airport.

Note: The pilot in command may consider using non-standard operational altitudes to aid in collision avoidance. For example, rather than operating at 2,000 feet MSL, the pilot in command may elect for an altitude of 2,200 feet MSL. This recommendation is only applicable when operating below 3,000 feet MSL and shall not be used to violate any of the altitude restrictions mentioned in this section.

Refer to Appendix C for a map that describes the boundaries of Polk State Aerospace practice areas visually.

8.20   Use of Electronic Navigation Devices (EFBs)

Polk State Aerospace encourages all students to acquire and use Foreflight for navigation planning, flight brief-ing, document access, and electronic logbook storage. Practically, a pilot should use all available resources in the conduct of a flight to minimize risks and maximize safety. However, in a training environment, we have to pre-pare to use the available resources and also to be able to maintain safety of flight should those resources not be available, and to adequately prepare for FAA testing requirements.

EFBs may be used to their full capacity on all solo training flights. For dual instructional flights, the GPS function must be disabled to remove on-screen course guidance and breadcrumb tracking. PTs are required to determine their position and course direction using pilotage and dead reckoning. The prohibition on GPS use does not pre-vent an appropriate level of training on this technology on dual instructional flights.

EFBs may be used during instrument training and on instrument approaches. During instructional flights, at least one instrument approach must be flown without the aid of GPS services on the EFB.

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SECTION 9: EMERGENCY/ABNORMAL OPERATIONS

Objective: To identify emergency and abnormal operating practices for use during all flight operations and to raise awareness of safety-related issues.

9.0   General
This section contains policies and guidelines applicable to various emergency or abnormal situations. Nothing in this section is intended to contradict or supersede any emergency/abnormal procedure detailed in the POH or approved AFM. The PIC is responsible for accomplishing emergency checklist items as specified by the aircraft manufacturer in the POH/AFM or checklist.

9.1   Abnormal Operations
Definition: For the purpose of this section, abnormal operations are defined as a situation or occurrence that requires deviation from the normal or planned activity or operation. Abnormal operations shall be handled in accordance with POH or AFM guidance, and the appropriate aircraft checklist shall be used as specified in the appropriate SOP.

Tripped Circuit Breakers and Open (Blown) Fuses: Unless otherwise directed by POH, approved AFM, or checklist, *DO NOT* reset tripped circuit breakers, or replace open (blown) fuses, unless the item lost due to the open circuit is critical to flight safety. If you do reset a breaker or replace a fuse and the breaker is again tripped or the fuse is blown again, attempt no further resetting or replacing action.

Operation with Inoperative Instruments and/or Equipment:
1. Deferring maintenance discrepancies must be accomplished in accordance with 14 CFR Part 91.213, Inoperative Instruments and Equipment.
2. This must be accomplished in accordance with direction from the training provider's maintenance personnel.

Note: In *all* situations, including emergency or abnormal situations, a pilot's first and primary duty is to *fly the airplane*.

9.2   Inflight Emergencies
General: This section contains policies and guidelines for emergency situations. At no time is anything contained herein intended to supersede guidelines or emergency procedures detailed in approved Pilot Operating Handbooks (POH) and/or approved Aircraft Flight Manuals. Each PIC is responsible for accomplishing emergency checklist items as specified by the aircraft manufacturer in the approved and current POH/AFM or checklist.

Definition: For the purpose of this section, emergency operations are defined by two simultaneous operational situations or conditions:
1. A situation and/or occurrence exists (or is expected to exist) that requires deviation from the normal or planned activity or operation; and
2. Immediate or expeditious action is required to correct or prevent a threat to flight safety due to the situation or occurrence.

In *all* situations, including emergency or abnormal situations, a pilot's first and primary duty is to *fly the airplane*.

Operational Priority in Emergency and Abnormal Situations
In all emergency/abnormal situations, the following operational priorities must be observed:
1. Maintain aircraft control (***fly the airplane***).   2. Analyze the problem or situation.   3. Take appropriate corrective action.   4. Coordinate with ATC, if able.   5. Maintain situational awareness.   6. Land as soon as conditions permit (if required and appropriate).

Immediate Actions: Some emergencies require actions that must be performed from memory. Memory items are indicated on the appropriate checklist and by Standard Operating Procedures. Pilots must demonstrate proficiency in the use of memory items as well as checklist usage.

Medical Emergencies: Any type of medical situation that has the potential to affect adversely pilot performance must be carefully considered. If the situation is recognized before departure, do not takeoff. If the situation is recognized while in flight, decide whether to continue, divert, or return based on the severity of the situation.

Airsickness: To help prevent airsickness, students should make sure they are physically fit for flying. Students starting to feel sick on dual flights should notify their instructor immediately. Students on solo flights that become ill to the point of distraction of their pilot duties should, declare an emergency, land as soon as practical, and contact program staff.

9.3   Fire Procedures

This section provides general guidance regarding fires, suspected or reported fires:

1. Fire extinguishers are located at the Lakeland, Airside-East fuel pumps, in the Airside-East building in the hallway between flight operations and the flight simulation lab, and onboard some aircraft.
2. Any aircraft fire or suspected fire is an emergency situation.
3. Any confirmed aircraft fire must be reported to the National Transportation Safety Board. Contact program staff and or faculty for any reported or suspected fire occurrence.
4. An aircraft fire must be handled in accordance with POH or AFM procedures and appropriate aircraft checklists.
5. If a fire, suspected fire, or smoke in the cabin occurs in flight, land as soon as possible at the nearest suitable airport. This applies even if the smoke or fire conditions cease. Declare an emergency, obtain air traffic priority, and request emergency assistance/equipment as appropriate.
6. After any occurrence regarding fire, suspected fire, or smoke in the cabin, the aircraft shall not be operated until adequate and appropriate maintenance inspection and corrective action have been accomplished.

9.4   Aircraft Incident or Accident

Accident Definition: Aircraft accident means an occurrence associated with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Incident Definition: Incident means an occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

Operator Definition: Operator means any person who causes or authorizes the operation of an aircraft, such as the owner, lessee, or bailee of an aircraft.

Post-Accident or Incident Drug Testing: Be aware that post-accident drug testing will be conducted in accordance with current DOT and FAA directives.

On Site Investigation: NTSB has jurisdiction over every civil aircraft accident in the United States and its territories. Both NTSB and FAA personnel may investigate an accident or incident. Additional facts needed by FAA, but not required by NTSB, must be obtained by the FAA in coordination with the NTSB in a manner that does not interfere with the NTSB investigation. In obtaining such facts, FAA personnel must clarify that they are not acting under NTSB direction.

PIC and/or IP actions if a serious incident or accident has occurred:
1. Move away from the aircraft and do not return except to assist persons or as necessary for survival or shelter;
2. Give first aid as needed to injured persons;
3. Notify emergency personnel if possible;
4. Notify Polk State Aerospace and flight training provider staff as soon as practicable;
5. Secure the aircraft until it is released by the NTSB/FAA;
6. Arrange for medical examination of each aircraft occupant, whether injured or not, and secure a physician report of each individual;
7. Make no statements to anyone except program staff about the incident;
8. Do not speculate to anyone as to the cause of the occurrence;
9. Obtain names and addresses of witnesses, law enforcement personnel, investigators, and other persons; and
10. Make (or arrange for) photos of the incident.

Program and/or flight-training provider staff actions if a serious incident or accident has occurred:
1. Determine if NTSB notification is required, and if so notify NTSB at 305-597-4610;
2. Notify the local Flight Standards District Office at 407-812-4950;
3. Notify flight training provider and/or organization legal counsel as appropriate;
4. Notify the insurance carrier as appropriate;
5. Secure records of all individuals involved;
6. Secure records of all aircraft involved;
7. Secure the aircraft until it is released by the NTSB/FAA;
8. Arrange for medical examination of each aircraft occupant, whether injured or not, and any other injured person, and secure a physician's report of each individual;
9 Make no statements about the occurrence to anyone;
10. Do not speculate as to the cause of the occurrence;
11. Secure names and addresses of all witnesses; and
12. Obtain any other pertinent information including names and addresses of investigators and law enforcement and emergency response personnel.

9.5 Notification Requirements and Procedure

Applicability: Initial notification and later reporting of aircraft incidents and accidents and certain other occurrences in the operation of aircraft, wherever they occur, when they involve civil aircraft of the United States

Notification process: Required notification must be made immediately to the closest NTSB field office by the most expeditious means possible. For Polk State operations, this would be the Miami, Florida, field office at 305-597-4610.

Determining if notification is required: The following occurrences require immediate notification to NTSB as specified in 49 CFR part 830.5:

(*Note:* References to large aircraft, turbine powered aircraft, and air carrier operations are not listed.)

1. Any aircraft accident (See definition in section 9.4.), or

2. Any of the following listed serious incidents must be reported immediately**:**

> (1) Flight control system malfunction or failure;
> (2) Inability of any required flight crewmember to perform normal flight duties as a result of injury or illness;
> (3) In-flight fire;
> (4) Aircraft collision in flight;
> (5) Damage to property, other than the aircraft, estimated to exceed $25,000 for repair (including materials and labor) or fair market value in the event of total loss, whichever is less;
> (6) Release of all or a portion of a propeller blade from an aircraft, excluding release caused solely by ground contact;
> (7) A complete loss of information, excluding flickering, from more than 50 percent of an aircraft's cockpit displays known as:
>> (i) Electronic Flight Instrument System (EFIS) displays;
>> (ii) Engine Indication and Crew Alerting System (EICAS) displays;
>> (iii) Electronic Centralized Aircraft Monitor (ECAM) displays; or
>> (iv) Other displays of this type, which generally include a primary flight display (PFD), primary navigation display (PND), and other integrated displays;
> (8) Airborne Collision and Avoidance System (ACAS) resolution advisories issued either:
>> (i) When an aircraft is being operated on an instrument flight rules flight plan and compliance with the advisory is necessary to avert a substantial risk of collision between two or more aircraft; or
>> (ii) To an aircraft operating in class A airspace; and
> (11) Damage to helicopter tail or main rotor blades, including ground damage, that requires major repair or replacement of the blade(s).

3. **An aircraft that is overdue** and is believed to have been involved in an accident must be reported immediately.

Information required in the initial notification: 49 CFR part 830.6:

The notification required in §830.5 shall contain the following information, if available:

1. Type, nationality, and registration marks of the aircraft;
2. Name of owner and operator of the aircraft;
3. Name of the pilot-in-command;
4. Date and time of the accident;
5. Last point of departure and point of intended landing of the aircraft;
6. Position of the aircraft with reference to some easily defined geographical point;

7. Number of persons aboard, number killed, and number seriously injured; and
8. Nature of the accident, the weather, and the extent of damage to the aircraft so far as is known; and a description of any explosives, radioactive materials, or other dangerous articles carried.

Reports and statements to be filed: 49 CFR part 830.15

1. **Reports:** The operator of a civil aircraft shall file a report on Board Form 6120 within 10 days after an accident, or after 7 days if an overdue aircraft is still missing. A report on an incident for which immediate notification is required by §830.5 shall be filed only as requested by an authorized representative of the Board. (Note: Forms are available from the Board field offices, from Board headquarters in Washington, DC, and from the Federal Aviation Administration Flight Standards District Offices.

2. **Crewmember statement:** Each crewmember, if physically able at the time the report is submitted, shall attach a statement setting forth the facts, conditions, and circumstances relating to the accident or incident as they appear to him. If the crewmember is incapacitated, he shall submit the statement as soon as he is physically able.

3. **Where to file the reports:** The operator of an aircraft shall file any report with the field office of the Board nearest the accident or incident.

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SECTION 10: RECORDS AND DOCUMENTATION

Objective:　*To explain the process by which Polk State Aerospace manages student records and information, and to detail the responsibilities of students regarding personal records and documentation.*

10.1　Account Funding Records and Tracking

Polk State Aerospace students are required to place monies on account with the College to fund their flight training activities. Funds shall be deposited in the student's unique flight training account established by the Polk State College Business Office. A minimum of $1,000.00 must be deposited in a student's flight training account before the end of the first week of the academic semester. The remainder of the required flight lab cost must be deposited in full by the end of the first week of each academic term for which a student is enrolled in a flight training lab section. Approved, guaranteed, and adequate financial aid or VA funding meets satisfies the requirement for funds deposit. Self-pay students are allowed to create a payment plan to deposit monies throughout the term provided adequate funds are always be available for all flight training activities at the time they are scheduled.

> **POLICY 10.1:** *Student credit-card payments made directly to a flight-training provider for flight training costs are not permitted at any time.*

It is the responsibility of all Polk State Aerospace students to monitor their current funding status throughout each academic semester. Students will complete this requirement using the following process.

1. Students must receive a certificate of deposit anytime funds are manually deposited into their flight training account. This certificate must be presented to the Dispatcher on duty in Flight Operations to have those funds credited to the internal billing system.
2. Students who receive financial aid awards from scholarships, grants, loans, VA funding, or other means must receive proof of deposit of funds either by email from the College or the financial provider. Proof of the award must be presented to the Dispatcher on duty in Flight Operations to have those funds credited to the internal billing system.
3. After every training activity, students will review billed time on the training invoice for accuracy. If there is a question regarding billed time, the primary instructor assigned to the student should be able to resolve and clarify the issue. If this is unsuccessful, the Chief or Assistant-Chief Instructor will review the charge for accuracy and will either remove the charge from the student's account or explain it to the student why the charge is valid. If this does not resolve the issue, the Aerospace Program Director will review the charge for accuracy. The decision of the Program Director regarding charge validity is final in all cases.
4. Students must sign each approved training invoice generated by the billing system. Students with unsigned invoices will be placed an administrative hold in the training scheduling system until all pending invoices are signed and properly filed.
5. Students must review the credit balance listed for their flight account on each training invoice. This balance represents the extent of known funds available for training activities. It is the student's ultimate responsibility to ensure that an adequate amount of funds remain in the flight training account throughout the academic semester.

If at any time a student believes that his/her flight training account has an incorrect balance, this issue should be brought to the attention of the Aerospace Program Director. A detailed account ledger can be obtained by the Polk State College Business Office for the purpose of invoice reconciliation.

Further information regarding flight-training funding can be found in the Polk State Aerospace *Course Costs and Fee Policy*.

Note: Required fund balances for flight training labs are available on the Minimum Program Cost sheets available on the Aerospace Program website at www.polk.edu/aerospace. The Polk State Aerospace Minimum Course Costs and Fee Policy (detailed in Section 10.2) explains the schedule for fund deposit as well as precautions students must be aware of to avoid fully depleting their flight training accounts prior to the completion of training.

10.2 Student Policy and Tracking Documents

This section lists and describes all Polk State Aerospace student policy and tracking documents. Each of the resources described below becomes a permanent part of a student's training history. Up-to-date electronic copies of these documents can be found on the Polk State Aerospace Operational Portal.

New Polk State Aerospace PTs will review, complete, and sign (when applicable) all documents listed in this section as part of mandatory Basic Indoctrination Training at the beginning of their first academic semester enrolled in a flight-training lab. For subsequent semesters, PTs will complete mandatory recurrent training at the beginning of the academic semester, which will include a review of these documents along with the requirement to re-sign all relevant policy documents to indicate continued awareness and acceptance of these specific Polk State Aerospace policies.

1. **Certificated Student Assessment:** This document serves as a guide to Polk State Aerospace Program Director, faculty, and staff for awarding college credit based on pilot certificates/ratings held by a pilot when that pilot is admitted to the Polk State College Aerospace Program. All students who possess an FAA pilot certificate (or foreign equivalent) must satisfactorily complete this assessment before any credit will be added to the student's Polk State College transcript. The document provides documentation for the assessment.

2. **Minimum Course Costs and Fee Policy:** This document describes Polk State Aerospace policy regarding flight lab costs, student account requirements, and account deposit requirements. It documents that students have been made aware of, understand, and have agreed to course cost and fee policy.

3. **Dress Code Policy:** This document specifies dress code requirements intended to foster and maintain professional appearance standards for all Polk State Aerospace crewmembers. It provides documentation that each student and instructor is aware of and has agreed to comply with the specified dress code.

4. **Flight Training Attendance, Preparation, and Grading Policy:** This document explains the (1) Attendance Policy; (2) Academic Preparation Policy; and (3) Grading Policy for Polk State Aerospace flight lab activities. It documents that students have been made aware of the requirements and have agreed to comply with all requirements.

5. **New Flight Student Lab Checklist:** This document provides a structured framework which ensures that new flight lab students have completed all required steps and have acquired all required documents prior to beginning a flight lab. It provides verification that students and instructors are aware of all requirements, have met initial requirements, and have/will meet continuing requirements.

6. **Program Communication Policy:** This document describes the policy and requirements for communication between program staff, faculty, and students.

7. **Schedule Access and Acceptance Policy:** This document describes the process to and requirement for checking the online flight schedule. It also specifies the requirements for and process of making schedule changes.

10.3   Student Training Records

Polk State Aerospace training records are maintained through three levels of redundancy: 1) Computerized scheduling and invoicing system; 2) Paper-based student training record; 3) PTs personal pilot logbook. PTs are solely responsible for the availability of their personal logbook and must present it to their instructor after every training activity is completed.

> **POLICY 10.3:** *PTs who cannot present their personal pilot logbook at the end of a training activity will receive a record notation for incomplete preparation, which will impact their overall grade in the flight lab.*

PTs have complete and unrestricted access to their flight training records. Request to review any or all training records should be coordinated with the PTs primary instructor and/or the Chief Instructor, as necessary. Bear in mind that federal privacy laws prohibit the College from sharing any student's training status with anyone other than the enrolled student unless: 1) The student is present and amenable when training information is discussed with another party; or 2) The student has a FERPA release on file with the Registrar's office that specifically states that course progress and status may be shared with the requesting party.

All requests for personal student information must come from the student's Polk State College email address ending in "@my.polk.edu."

NOTE: FAA rules prohibit PTs from direct, unsupervised contact with their official training records. As well, training records may not be removed from Polk State Aerospace property without consent of the Chief Instructor or his approved designee.

10.4   Polk State Aerospace Training and Standardization Document System

All professional aviation organizations develop and employ standard ways to do things. Carefully designed standard practices, procedures, and policies allow *individuals* to perform tasks consistently, predictably, and safely, and permit *groups of individuals* (like flight crews) to function as effective teams.

Aviation organizations publish and distribute their "standard way of doing things" by developing a library of policy and procedure documents. Polk State Aerospace uses a library of independent but related documents to ensure that a safe, reliable, and understandable operating environment is provided for students, staff, and faculty.

The Polk State flight operations document system includes the following major components:

1. The **Program Operations Manual (POM)** defines general procedures and policies applicable to all Polk State Aerospace flight operations and training activities.

2. **Standardization Manuals** define specific operating policy and procedure for more narrowly defined operational units such as specific aircraft types or specific personnel groups such as flight instructors or dispatchers.

3. **Aircraft checklists** provide defined, proven, and repeatable procedures for operating Polk State Aerospace aircraft during day-to-day operations.

4. **Expanded checklists** explain, amplify, and illustrate the information contained in aircraft checklists.

Though each of these documents is a distinct product, they are designed and intended to be used and applied as component parts of a comprehensive operating system. The intent—and overriding goal—for this policy system is to establish and foster safe, efficient, and predictable flight operations and flight operations training. It is essential that everyone involved in Polk State Aerospace operations and training acknowledges and embraces the necessity to understand and conscientiously apply all published standard practices and policies.

These documents and manuals are considered to be "living documents." This means that each of these documents is subject to continuing review and revision to meet changing requirements and to respond to evolving operating conditions.

Individual users are an essential part of any living document system. Users must be familiar with and understand information and instructions presented in all documents and manuals; in addition, users must bring to the attention of program staff the need to correct any conflicts or errors they may discover or suspect in any document or procedure. It is also essential that end users report to program staff the need to modify any policy or procedure that may be affected by changing operating conditions.

POLICY 10.4: *Polk State Aerospace crewmembers, staff, and faculty must be familiar with the policies and procedures presented in the Program Operations Manual, Standardization Manuals, aircraft checklists, and expanded checklists; in addition, end users must agree to follow all published policies and procedures when conducting operations within Polk State Aerospace.*

APPENDIX A: PREFLIGHT RISK ASSESSMENT FORM

AEROSPACE

Preflight Risk Assessment Form

During each preflight planning session, use this form to gauge your overall risk. This form is based on the PAVE checklist and will help you determine your flight risk based on common accident/incident causal factors. Grade yourself in each of these categories in an honest, self-evaluative manner. Further note that this list is not exclusive. If any other factors will affect your flight, you must consider those factors in addition to the factors listed below. Remember, as the pilot in command, you have the ultimate responsibility for the safety of your flight.

Before each flight, fill in the appropriate element score in the Rating column and total these numbers to assess your overall flight risk level (reverse side). Use the guidance provided in the Risk Management section to determine opportunities for reducing the overall risk. Then, complete the Flight Determination section to determine appropriate outcome based on the level of risk.

	1	2	3	4	5	Rating
Pilot						
Total Experience	>200 hr	150-200 hr	75-150 hr	20-75 hr	<20 hr	
Recency (<90 days)	>20 hr	15-20 hr	10-14 hr	5-9 hr	<5 hr	
Currency	VFR and IFR		VFR not IFR		Not VFR or IFR	
Emotional Condition	Excellent	Good	Average	Poor	Unacceptable	
Physical Condition	Excellent	Good	Average	Poor	Unacceptable	
Personal Minimums	Wide margin	Good margin	Marginal	Met	Exceeded	
Alcohol/Medication	No factor	Use in last 48 hr	Use in last 24 hr	Use in last 12 hr	Use in last 8 hr	
Fatigue/Rest	8+ hr sleep	<8 hr sleep	<7 hr sleep	<6 hr sleep	<5 hr sleep	
Aircraft						
Fuel Reserves	Exceeds required		Meets required		Below required	
Time in Type	>100 hr	60-100 hr	40-60 hr	20-40 hr	<20 hr	
Performance	Well within limits	Within limits	At limits		Outside limits	
Equipment	GPS, weather, traffic	Functional, up-to-date GPS	Functional comm and nav	Minimum required	Does not meet 14 CFR 91.205	
Known Anomalies	None	One, nonessential	Two, nonessential		Any essential	
eVironment						
Airport	Adequate, familiar	Adequate, unfamiliar	Marginally adequate	Familiar, inadequate	Unfamiliar, inadequate	
Weather	CAVOK	VFR	MVFR	IFR	LIFR	
Wind	Light, variable	Mild, steady	Mild, some gusts	Shear, gusts	Exceeds limits	
Runways	Dry, hard, long	Dry, hard, short	Dry, soft, short	Wet, hard, short	Wet, soft, short	
Lighting (Day VFR=1)	Runway, taxiway		Runway only	1+ unlit towers	None or INOP	
Terrain	Flat, populated		Flat, unpopulated		Mountainous	
Time of Day	Day, proficient	Night, proficient	Day, current	Night, current	Not current	
External Pressures						
Delays/Diversions	No pressure	Slight pressure	Inconvenient	Problematic	Not possible	
Alternate Plans	No pressure	Slight pressure	Inconvenient	Problematic	Not possible	
Personal Equipment	Emergency kit		Cell phone only		None	
Importance of Flight	No pressure	Slight pressure	Mild pressure	Evaluation prep	Critical	
Flight Complexity	Not complex	Moderate	Difficult	Severe	Extreme	
					Total Risk Rating	

Polk State Aerospace Pilot:_____ Lesson:_____
Preflight Risk Assessment Instructor:_____ Equipment:_____ Page 1 of 2
V1.1_140715 Date/Time:_____ Dispatch Copied:_____

Preflight Risk Assessment Form, Page 1

AEROSPACE

Preflight Risk Assessment Form

Overall Flight Risk Level
Based on your total risk rating from the previous page, determine your risk level category.

Risk within normal parameters. Flying has inherent risks. Do not take any unnecessary risks, and examine your personal minimums and applicable SOPs to ensure compliance.	25-49
Elevated risk. Plan for extra time for flight planning. Review your personal minimums and applicable SOPs to ensure that all standards are being met. Perform a TEAM checklist on any risks near or on the boundaries of your personal minimums. Delay any flight that exceeds your minimums or the SOPs until conditions improve.	50-74 or a 5 in any row
High risk. Plan for extra time for flight planning and consider requesting assistance from a more experienced pilot or instructor. Carefully examine your personal minimums and applicable SOPs to ensure standards are not being violated. Use the TEAM checklist to examine methods of reducing the risk to the extent possible. Delay or cancel the flight if risks cannot be reduced to a lower risk level.	75-125 or a 5 in any 2 rows

Risk Management
Use the guidance in this section and the TEAM checklist to determine how the flight risks can be managed and reduced. While always advised, this step is required for elevated (yellow) and high (red) flight risk levels. Use your thoughtful and honest answers to re-evaluate your flight risk level. Once you have a final risk level rating, move to the Flight Determination section.

How can the risk be...	List Appropriate Risk Management Strategies	Risk Point Change
TRANSFERRED?		
ELIMINATED?		
ACCEPTED?		
MITIGATED?		

Original Total Risk Rating		Total Risk Point Change		Final Total Risk Rating	
				Final Overall Flight Risk Level	

Flight Determination
Use the guidance below to make a final determination on the conduct of the proposed flight operation. Find your current certification level below and match up your risk assessment and mitigation information.

Overall Risk Level	Student, Pre-Solo	Student, Post-Solo	Private Pilot	Private, Instrument	Commercial Pilot
Normal Risk	Dual only	Solo allowed*	Solo allowed	Solo allowed	Solo allowed
Elevated Risk	Dual only*	Dual only**	CFI review*	CFI review*	CFI review*
High Risk	Not permitted**	Dual only**	Dual only**	Not permitted***	Not permitted***

* A certificated flight instructor assigned to the student must review the risk assessment form and authorize the flight.
** A Chief Instructor may allow unrestricted flight to continue, but only after reviewing the form with the student.
*** A Polk State Aerospace administrator may allow the flight to continue, but only after reviewing the form with the student.

Record your vital information below. A completed copy of this form must be attached to the dispatch release prior to departure. A copy must accompany you in the aircraft. File form with the lesson record during the post-flight briefing.

RISK ASSESSMENT OUTCOME: _____ GO _____ NO-GO _____ APPROVED

Polk State Aerospace	Pilot:_____	Lesson:_____	
Preflight Risk Assessment	Instructor:_____	Equipment:_____	Page 2 of 2
V1.1_140715	Date/Time:_____	Dispatch Copied:_____	

Preflight Risk Assessment Form, Page 2

AEROSPACE

Preflight Risk Assessment Form

During each preflight planning session, use this form to gauge your overall risk. This form is based on the PAVE checklist and will help you determine your flight risk based on common accident/incident causal factors. Grade yourself in each of these categories in an honest, self-evaluative manner. Further note that this list is not exclusive. If any other factors will affect your flight, you must consider those factors in addition to the factors listed below. Remember, as the pilot in command, you have the ultimate responsibility for the safety of your flight.

Before each flight, fill in the appropriate element score in the Rating column and total these numbers to assess your overall flight risk level (reverse side). Use the guidance provided in the Risk Management section to determine opportunities for reducing the overall risk. Then, complete the Flight Determination section to determine appropriate outcome based on the level of risk.

	1	2	3	4	5	Rating
Pilot						
Total Experience	>200 hr	150-200 hr	75-150 hr	20-75 hr	<20 hr	5
Recency (<90 days)	>20 hr	15-20 hr	10-14 hr	5-9 hr	<5 hr	3
Currency	VFR and IFR		VFR not IFR		Not VFR or IFR	1
Emotional Condition	Excellent	Good	Average	Poor	Unacceptable	1
Physical Condition	Excellent	Good	Average	Poor	Unacceptable	2
Personal Minimums	Wide margin	Good margin	Marginal	Met	Exceeded	2
Alcohol/Medication	No factor	Use in last 48 hr	Use in last 24 hr	Use in last 12 hr	Use in last 8 hr	1
Fatigue/Rest	8+ hr sleep	<8 hr sleep	<7 hr sleep	<6 hr sleep	<5 hr sleep	3
Aircraft						
Fuel Reserves	Exceeds required		Meets required		Below required	1
Time in Type	>100 hr	60-100 hr	40-60 hr	20-40 hr	<20 hr	5
Performance	Well within limits	Within limits	At limits		Outside limits	1
Equipment	GPS, weather, traffic	Functional, up-to-date GPS	Functional comm and nav	Minimum required	Does not meet 14 CFR 91.205	2
Known Anomalies	None	One, nonessential	Two, nonessential		Any essential	2
eVironment						
Airport	Adequate, familiar	Adequate, unfamiliar	Marginally adequate	Familiar, inadequate	Unfamiliar, inadequate	1
Weather	CAVOK	VFR	MVFR	IFR	LIFR	2
Wind	Light, variable	Mild, steady	Mild, some gusts	Shear, gusts	Exceeds limits	2
Runways	Dry, hard, long	Dry, hard, short	Dry, soft, short	Wet, hard, short	Wet, soft, short	1
Lighting (Day VFR=1)	Runway, taxiway		Runway only	1+ unlit towers	None or INOP	1
Terrain	Flat, populated		Flat, unpopulated		Mountainous	1
Time of Day	Day, proficient	Night, proficient	Day, current	Night, current	Not current	3
External Pressures						
Delays/Diversions	No pressure	Slight pressure	Inconvenient	Problematic	Not possible	1
Alternate Plans	No pressure	Slight pressure	Inconvenient	Problematic	Not possible	1
Personal Equipment	Emergency kit		Cell phone only		None	3
Importance of Flight	No pressure	Slight pressure	Mild pressure	Evaluation prep	Critical	2
Flight Complexity	Not complex	Moderate	Difficult	Severe	Extreme	2
					Total Risk Rating	50

Polk State Aerospace   Pilot:_____   Lesson:_____
Preflight Risk Assessment   Instructor:_____   Equipment:_____   Page 1 of 2
V1.1_140715   Date/Time:_____   Dispatch Copied:_____

Preflight Risk Assessment Form, Page 1 Completed

AEROSPACE

Preflight Risk Assessment Form

Overall Flight Risk Level
Based on your total risk rating from the previous page, determine your risk level category.

Risk within normal parameters. Flying has inherent risks. Do not take any unnecessary risks, and examine your personal minimums and applicable SOPs to ensure compliance.	25-49
Elevated risk. Plan for extra time for flight planning. Review your personal minimums and applicable SOPs to ensure that all standards are being met. Perform a TEAM checklist on any risks near or on the boundaries of your personal minimums. Delay any flight that exceeds your minimums or the SOPs until conditions improve.	50-74 or a 5 in any row
High risk. Plan for extra time for flight planning and consider requesting assistance from a more experienced pilot or instructor. Carefully examine your personal minimums and applicable SOPs to ensure standards are not being violated. Use the TEAM checklist to examine methods of reducing the risk to the extent possible. Delay or cancel the flight if risks cannot be reduced to a lower risk level.	75-125 or a 5 in any 2 rows

Risk Management
Use the guidance in this section and the TEAM checklist to determine how the flight risks can be managed and reduced. While always advised, this step is required for elevated (yellow) and high (red) flight risk levels. Use your thoughtful and honest answers to re-evaluate your flight risk level. Once you have a final risk level rating, move to the Flight Determination section.

How can the risk be...	List Appropriate Risk Management Strategies	Risk Point Change
TRANSFERRED?	Low time, pre-solo pilot; CFI acting as PIC; Reduces two 5s in assessment	-2
ELIMINATED?		
ACCEPTED?		
MITIGATED?		

Original Total Risk Rating	50	Total Risk Point Change	-2	Final Total Risk Rating	48
				Final Overall Flight Risk Level	Normal

Flight Determination
Use the guidance below to make a final determination on the conduct of the proposed flight operation. Find your current certification level below and match up your risk assessment and mitigation information.

Overall Risk Level	Student, Pre-Solo	Student, Post-Solo	Private Pilot	Private, Instrument	Commercial Pilot
Normal Risk	Dual only	Solo allowed*	Solo allowed	Solo allowed	Solo allowed
Elevated Risk	Dual only*	Dual only**	CFI review*	CFI review*	CFI review*
High Risk	Not permitted**	Dual only**	Dual only**	Not permitted***	Not permitted***

* A certificated flight instructor assigned to the student must review the risk assessment form and authorize the flight.
** A Chief Instructor may allow unrestricted flight to continue, but only after reviewing the form with the student.
*** A Polk State Aerospace administrator may allow the flight to continue, but only after reviewing the form with the student.

Record your vital information below. A completed copy of this form must be attached to the dispatch release prior to departure. A copy must accompany you in the aircraft. File form with the lesson record during the post-flight briefing.

RISK ASSESSMENT OUTCOME: ____X____ GO _____ NO-GO _____ APPROVED

Polk State Aerospace	Pilot:_____	Lesson:_____	
Preflight Risk Assessment	Instructor:_____	Equipment:_____	Page 2 of 2
V1.1_140715	Date/Time:_____	Dispatch Copied:_____	

Preflight Risk Assessment Form, Page 2, Completed

APPENDIX B: LAKELAND LINDER AIRPORT DIAGRAM

APPENDIX C: PRACTICE AREA MAP

North Practice Area

FOR REFERENCE ONLY
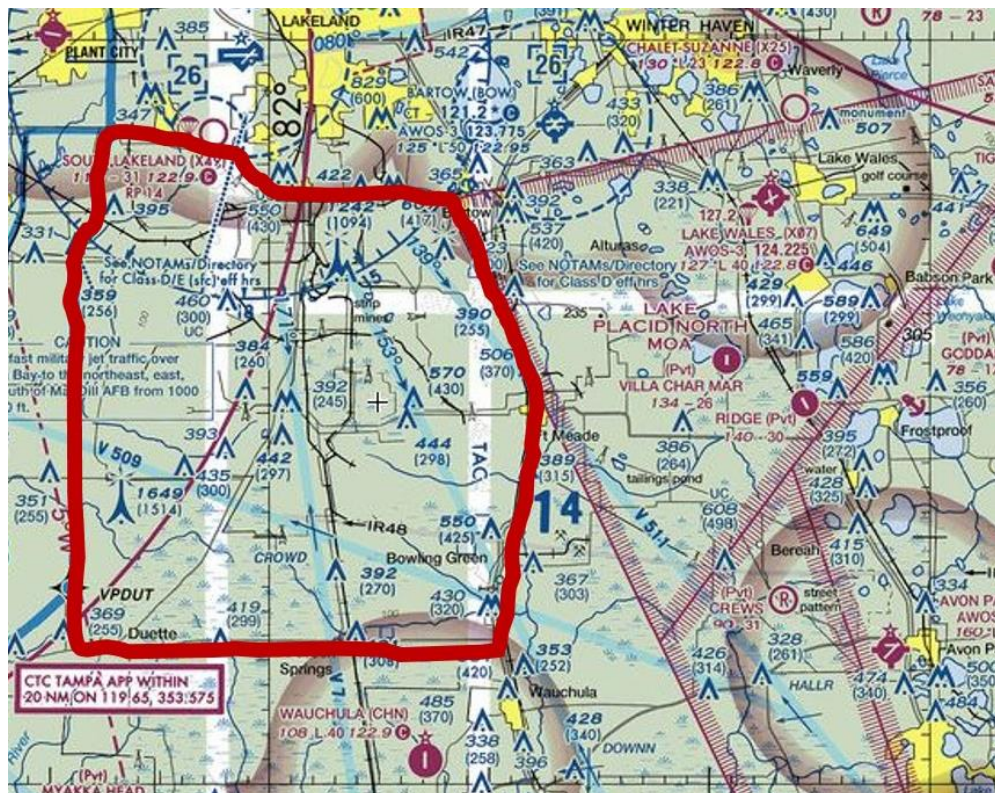
South Practice Area

APPENDIX D: APPROVED AIRPORTS LIST

The following airports are approved local and cross-country destinations. Pilots-in-training may only plan flight activities to these airports, regardless of whether the flight is conducted as a dual instructional flight or as a solo flight operation. If a PT or IP wishes to conduct a flight to an airport not listed here, the PT/IP must receive written approval from the Chief Instructor, or his designee, prior to conducting the flight. Additional destinations that are found to meet all necessary safety of flight requirements will be added to this list.

Approved airports have been found to meet all applicable POM restrictions for available landing distance, airport services, and general assurance of safety of flight. Emergency contacts have been designated at each approved airport to provide assistance to Polk State Aerospace crewmembers should any unforeseen situations arise regarding aircraft maintenance issues or other necessary coordination to retrieve crewmembers from outstations.

Approved Airports Less than 50NM from LAL:
Plant City Airport (PCM) – 8NM
Bartow Municipal Airport (BOW) – 13NM
Winter Haven Airport – Gilbert Field (GIF) – 15NM
Avon Park Executive Airport (KAVO) – 35NM
Kissimmee Gateway Airport (KISM) – 35NM
Brooksville Regional Airport (KBKV) – 37NM
Sebring Regional Airport (KSEF) – 48NM

Approved Airports Greater than 50 NM from LAL:
Inverness Airport (INF) – 51NM
Leesburg International Airport (LEE) – 52NM
Venice Municipal Airport (VNC)[1] – 59NM
Crystal River Airport (CGC) – 60NM
Punta Gorda Airport (PGD) – 64NM
Ocala International Airport (OCF) – 72NM
Melbourne International Airport (KMLB) – 73NM
La Belle Municipal Airport (X14) – 81NM
Page Field Airport (KFMY) – 84NM
Williston Municipal Airport (X60) – 86NM
Vero Beach Regional Airport (KVRB) – 87NM
Ormond Beach Municipal Airport (OMN) – 93NM

Approved Airports Greater than 100NM from LAL:
Gainesville Regional Airport – 103NM
Naples Municipal Airport (APF)[2] – 111NM
Marco Island Executive Airport (KMKY) – 121NM
Northeast Florida Regional Airport (KSGJ) – 123NM
Cecil Airport (KVQQ) – 134NM
Lake City Gateway Airport (KLCQ) – 134NM
Perry-Foley Airport (40J) – 150NM
Tallahassee International Airport (TLH) – 189NM
Marathon International Airport (KMTH)[1] – 202NM

Approved Airports Greater than 250NM from LAL:
Dawson Municipal Airport (16J) – 258NM
Heart of Georgia Regional Airport (EZM) – 260NM
Hilton Head Airport (KHXD) – 263NM

Notes:
1. Solo flight limited to students enrolled in Commercial Pilot training only.
2. No night operations may be conducted after 2200 local time.

APPENDIX E: FAA 14 CFR PART 141 SAFETY PRACTICES AND PROCEDURES REFERENCE MATRIX

This appendix identifies the sections from this document that meet the requirements of an FAA Part 141 Safety Practices and Procedures (SPP) document. This manual contains a great deal more than required to be included in an SPP document. The content cited below meets the minimum SPP requirements per 14 CFR Part 141.93 and AC 141-1A and serves as such for Polk State Aerospace operations.

FAA 14 CFR Part 141.93 – SPP Required Content	Polk State Aerospace POM Reference(s)	
(Additional content from AC 141-1A in parentheses.)	**Primary References**	**Secondary References**
1. The weather minimums required by the school for dual and solo flights. *(For example, minimum ceiling, visibility, and wind velocities for local flights and specific weather minimums for cross-country flights. – AC 141-1A)*	Section 5.1 Section 5.2 Section 5.3 Section 5.4	Section 2.2
2. The procedures for starting and taxiing aircraft on the ramp.	Section 7.7 Section 7.8	Section 7.6 Section 7.9 Section 7.10 Section 7.15
3. Fire precautions and procedures.	Section 9.3	Section 4.3
4. Redispatch procedures after unprogrammed landings, on and off airports. *(This should include emergency security of the aircraft and a list of telephone numbers of persons to contact. – AC 141-1A)*	Section 6.3 Section 6.8	Section 9.2 Section 9.4 Section 9.5
5. Aircraft discrepancies and approval for return-to-service determinations. *(Procedures for listing aircraft discrepancies and the following corrective action, including the importance of not using an aircraft with a listed discrepancy until a properly qualified person determines its airworthiness. – AC 141-1A)*	Section 6.8 Section 6.9	Section 6.4
6. Securing of aircraft when not in use.	Section 7.12	
7. Fuel reserves necessary for local and cross-country flights.	Section 5.5	
8. Avoidance of other aircraft in flight and on the ground.	Section 7.16 Section 7.17 Section 8.15	
9. Minimum altitude limitations and simulated emergency landing instructions. *(Certain minimum altitudes may be specified for teaching and practicing stalls or other maneuvers. Instructions should be clear on simulated emergency landings with respect to prolonged engine operation at reduced power settings, engine response with rapid throttle application, and a specific minimum altitude for terminating simulated emergency landings, including limitations on the solo practice of emergency landings. – AC 141-1A)*	Section 8.16	
10. A description of and instructions regarding the use of assigned practice areas. *(Including special instructions with respect to routes and minimum altitudes en route. – AC 141-1A)*	Section 8.17 Appendix C	

APPENDIX F: POLK STATE AEROSPACE FLIGHT DISPATCH FORM

Polk State Aerospace Flight Dispatch Form: Verson 1.1_160218

Aircraft Type:_____

Student_____   Date _____

Instructor_____

Aircraft # _____   Useful Load:_____ lbs.

Weight and Balance	Weight	Arm	Moment
B.E.W.			
Pilot and Front Pass.			
Passengers, Aft			
Baggage, Forward			
Baggage, Aft			
Zero Fuel Weight			
Fuel			
Moment Retracting Gear			
Ramp Weight			
Taxi Fuel			
G.T.W.		( )	
Trip Fuel			
G.L.W.		( )	

G.T.W. CG: _____   **G.L.W. CG:** _____

T/O & Landing Within C.G. Envelope? _____

Reserve Fuel (1 Hour Min.)_____
Alternate Fuel / Airport   _____

VA _____ (Calculated for weight)

Remarks: _____
_____
_____

Preflight and Weather			
G.T.W.		Altimeter	
Temp./DP		Runway	
Visibility		Press. Alt.	
Sky Cond.		Density Alt.	
Wind		HWC	
		XWC	

Takeoff Data		Inspections	
Ground Roll		AD's	
Dist. over 50' Obstacle		Annual	
Vr		VOR	
Vx		100 Hr	
Vy		Altimeter	
Best Glide		Transponder	
Acc. Stop		ELT	
Landing Data		Pitot/Static	
Ground Roll			
Dist. over 50' Obstacle			
Approach Speed			

Departure Airport: _____

Route of Flight: _____

Destination Airport(s): _____

Estimated Time Enroute: _____

Cruising Altitude: _____

APPENDIX G: POLK STATE AEROSPACE DISCREPENCY FORM

Discrepancy Record

Tail Number: **N_____**

Pilot Reported Discrepancy

Student Name:	
Instructor Name:	
Date:	

Corrective Action Description | Ref: 14CFR43.9(a)(1), 14CFR91.417(1)(i)

Date:		Ref: 14CFR43.9(a)(2), 14CFR91.417(1)(ii)
Signature:		Ref: 14CFR43.9(a)(4), 14CFR91.417(1)(iii)
Tach:		Ref: 14CFR91.417(2)(i,iii)
Certificate Number:		Ref: 14CFR43.9(a)(4), 14CFR91.417(1)(iii)
Certificate Type:		Ref: 14CFR43.9(a)(4), 14CFR91.417(1)(iii)

Name of person performing work IF not the person returning aircraft to service above:

Only if applicable		Ref: 14CFR43.9(a)(3)

Notes:

Form not to be used for inspection entries made in accordance with 14CFR43.11. Ref: 14CFR43.9(c)

Form not to be used for major repairs or alterations. Ref: 14CFR43.9(d)

Reference Advisory Circular AC43-9 and 14CFR43.9 and 14CFR91.417 for further information.

For records required under 14CFR43.9(c-d), 14CFR43.11, 14CFR91.411, 14CFR91.413, and 14CFR91.417(2) please refer to main aircraft logbook.

APPENDIX H: POLK STATE AEROSPACE PRE/POST INSPECTION FORM

AEROSPACE

Aircraft Acceptance Checklist

Student: _____

Aircraft: _____ Instructor: _____ Date: __/__/__

Before Flight   Initial

1) No Open Squawks   _____

2) Maintenance Times/Checks Confirmed   _____

3) Fuel Quantity: _____ gal (or full/tabs)   _____

4) Tire Condition Inspection   _____

5) Preflight Risk Assessment Form   _____

6) Dispatch Form   _____

a. Weather Min. Met for Duration/Route   _____

b. TO Dist + Ldg Dist = Less Than Rwy Lengths   _____

7) Navigation Log*   _____

8) Flight Plan*   _____

*Only required for cross-country flights and flights outside the local area. Nav Log and Flight Plan must be approved by a CFI or approved party.

Remarks: _____

_____

Instructor/Staff Release: _____   V1.0_190809

AEROSPACE

Aircraft Return Checklist

Student: _____

Aircraft: _____ Instructor: _____ Date: __/__/__

After Flight   Initial

1) Master Switch Off   _____

2) Controls Locked/Strapped, Lapbelt ONLY   _____

3) All Trash is Removed   _____

4) Windows are Clean and Closed   _____

5) Tire Condition Inspection   _____

6) Aircraft is Covered   _____

7) Pitot Tube is Covered   _____

8) Aircraft is Tied Down and Chocked   _____

9) Flight Plan is Closed   _____

10) Fuel Tanks at Tabs or Greater?   YES   NO

11) Squawks? (If yes, record and submit)   YES   NO

Remarks: _____

_____

Instructor/Staff Confirmation: _____   V1.0_190809

APPENDIX I: POLK STATE AEROSPACE ACCIDENT/INCIDENT INITIAL REPORT FORM

Polk State Aerospace **Accident/Incident Initial Report**	
Date of Occurrence:	Local Time of Occurrence:
Name of Person Reporting the Occurrence:	
Phone # / Contact Information for Person Reporting the Occurrence:	
Aircraft Identification:	
Location of Occurrence: (Airport, Nearest Town, Nearest Navigation Aid, Etc.)	
	List All Persons involved
Name:	Injuries:
Name:	Injuries:
Name:	Injuries:
Name:	Injuries:
Damage to Aircraft:	
Damage to Other Property:	
Who to Contact at the Scene:	

APPENDIX J: Florida College System Risk Management Consortium ACCIDENT – INCIDENT REPORT

Florida College System Risk Management Consortium

ACCIDENT – INCIDENT REPORT

(A copy of this report is **NOT** authorization for medical treatment)

INSTRUCTIONS:
- If loss/occurrence/injury is to a college employee, please complete sections: 1, 2, 5, 6, 7 and 8.
- If loss/occurrence is to college-owned property please complete sections: 1, 3, 5, 6, 7 and 8.
- If loss/occurrence/injury is to a non college employee or non college-owned property, please complete sections: 1, 4, 5, 6, 7 and 8.

1. LOCATION AND DATE OF INCIDENT/OCCURRENCE

COLLEGE: (Check One)

BC, CC, CCF, DSC, EFSC, FGC, FKCC, FSWSC, GCSC, HCC, IRSC, LSSC, MDC, NFCC, NWFSC, PBSC, PHSC, PeSC, PoSC, SJRSC, SPC, SFC, SSC, SFSC, SCFMS, TCC, VC

CAMPUS/LOCATION CODE:

DATE OF OCCURRENCE: TIME OF OCCURRENCE: AM PM LOCATION OF OCCURRENCE (BE SPECIFIC):

2. INJURED EMPLOYEE (INJURY/LOSS TO COLLEGE EMPLOYEE)

NAME OF EMPLOYEE: AGE: OCCUPATION & DEPARTMENT: EMPLOYEE #:
ADDRESS: CITY: ST: ZIP:
PHONE: ( ) PART OF BODY INJURED: TYPE OF INJURY (CUT, STING, BUMP, BRUISE ETC.):
DOES EMPLOYEE WISH TO SEEK MEDICAL ATTENTION TODAY: ☐YES ☐NO* | WILL EMPLOYEE REQUIRE TIME OFF FROM WORK: ☐YES ☐NO | DATE INJURY FIRST REPORTED: | TIME INJURY FIRST REPORTED:

* A "no" answer does not waive the employee's right to request medical attention at a later date.

3. PROPERTY (COLLEGE OWNED)

IDENTIFY THE DAMAGED/LOST PROPERTY: ESTIMATED COST OF DAMAGED/LOST PROPERTY: $

4. INJURED PARTY/PROPERTY (PERSONS NOT EMPLOYEED BY COLLEGE AND/OR PROPERTY NOT OWNED BY COLLEGE)

NAME: AGE: PHONE: ( )
ADDRESS: CITY: ST: ZIP:
IDENTIFY THE INJURY OR THE DAMAGED/LOST PROPERTY: STUDENT ID # (If Injured Party is Admitted Student):

5. WITNESS(ES)

NAME: PHONE: ( )
ADDRESS: CITY: ST: ZIP:
NAME: PHONE: ( )
ADDRESS: CITY: ST: ZIP:

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6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by Injured Employee/Party, if at all possible):

7. SIGNATURES

INJURED EMPLOYEE/PARTY'S SIGNATURE:	DATE:
DEPARTMENT CONTACT'S SIGNATURE:	DATE:

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College's Risk Management Coordinator):

TYPE OF CLAIM (Please Check One):

☐ GENERAL LIABILITY	☐ STUDENT ACCIDENT
☐ COLLEGE PROPERTY DAMAGE/THEFT	☐ ATHLETIC
☐ EQUIPMENT BREAKDOWN	☐ FACILITIES USE
☐ WORKER'S COMPENSATION**	☐ ALLIED HEALTH (Please Attach Allied Health Incident Form)

** Please do not send Work Comp A/I forms to the Consortium. The College WC coordinator should submit all WC claims through the call center.

RISK MANAGEMENT REVIEW STATEMENTS (Initial ONLY those statements that apply):

_____ THIS A/I IS FYI ONLY. NO CLAIM IS BEING SUBMITTED AT THIS TIME.

_____ THIS A/I HAS BEEN SUBMITTED TO FRINGE BENEFITS, FOR CLAIM REVIEW (Student Accident Coverage).

_____ THIS A/I HAS BEEN SUBMITTED TO SUMMIT AMERICA, FOR CLAIM REVIEW (Athletic Coverage).

RISK MANAGEMENT COORDINATOR'S SIGNATURE:	DATE:

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Revised: 08/14

ACCIDENT – INCIDENT REPORT INSTRUCTIONS

This form is used to notify the Florida College System Risk Management Consortium (FCSRMC) of accidents/incidents/occurrences for review as possible claims. This form should be used to document the following types of occurrences: Accidents, Injuries, Crimes/Theft, Property Damage (College Owned), Property Damage (Non-College Owned), Internet Crisis (stolen, lost, or hacked personal information), Equipment Breakdown (fka Boiler and Machinery), Student Accidents, Athletic Injuries, and Allied Health (Professional Liability Claims). Please note, Worker's Compensation claims are not reported to the FCSRMC using this form. The College's Worker's Compensation Coordinator should submit all claims via the dedicated reporting line: 877-842-6843.

1. LOCATION AND DATE OF INCIDENT/OCCURRENCE

COLLEGE: Clearly check the FCSRMC abbreviation for your college.

CAMPUS/LOCATION CODE: Please use the campus codes as noted on the College's Property Listings on file with the FCSRMC.

LOCATION OF OCCURRENCE (BE SPECIFIC): Provide campus name and building name or number. If accident occurred off campus, provide street address and city.

2. INJURED EMPLOYEE

OCCUPATION & DEPARTMENT: List the occupation and department in which the employee is primarily employed.

PART OF BODY INJURED: Loosely identify the part of the Employee's body which has been injured (i.e. wrist, ankle, back etc.)

TYPE OF INJURY: Loosely identify the manner in which the Employee has been injured (i.e. cut, sting, bruise etc.)

DATE INJURY FIRST REPORTED: If the injury was originally reported on a date different from the date of completing the A/I, please list the original date the injury was reported.

3. PROPERTY (COLLEGE OWNED)

IDENTIFY THE DAMAGED/LOST PROPERTY: Describe the damaged or stolen college-owned property. Enter information such as: "Flood damage to 1st floor of Building K; or 1998 white Mercedes driver side door; or Glass broken in classroom window; or IBM Pentium II computer, monitor, keyboard, and Hewlett-Packard LaserJet printer."

ESTIMATED COST OF DAMAGED/LOST PROPERTY: Enter your best guess of the value. This figure will not be used in evaluating the claim. It will be an indication of whether or not it falls within the college deductible and whether or not it needs to be submitted to the servicing office.

4. INJURED PARTY/PROPERTY (INJURY/LOSS TO PERSONS NOT EMPLOYED BY COLLEGE AND/OR PROPERTY NOT OWNED BY COLLEGE)

NAME: Report the name of the impacted person, such as, students who are not employees of the college at the time of injury, visitors, or owners of property that is stolen or damaged while at the college, including art exhibits.

IDENTIFY THE INJURY OR THE DAMAGED/LOST PROPERTY: Enter information such as "Twisted knee; or 1989 white Mercedes convertible; or blue backpack with 4 textbooks; or Walkman radio/tape player; etc."

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5. WITNESS(ES)

This information is extremely valuable in adjusting the claims or if suits are filed later. Please supply the information if it is available.

6. DESCRIBE THE LOSS/OCCURRENCE/INJURY (To be completed by the injured person, if at all possible):

Please do not write "SEE ATTACHED." Please give a brief description of accident using words such as: "College-owned vehicle was hit by vehicle owned by student; or Employee tripped over phone cord; or Student left backpack on library steps for 10 minutes; or Vehicle 1 (student-owned) hit vehicle 2 (student-owned) while backing out of parking space."

If additional space is required, feel free to attach a second A/I form.

It is extremely important to remember that those of us reading the accident/incident reports after they have left your college have no idea who the involved people are, whether they are college employees , students or visitors, and we have some difficulty determining whether or not damaged property is college owned or non-college owned.

7. SIGNATURES

Where possible, please get the signature of the Injured Employee/Party and a Department Contact.

8. RISK MANAGEMENT COORDINATOR REVIEW (To be completed by the College's Risk Management Coordinator):

Review by the Risk Management Coordinator or his/her designee are extremely important. Our belief is every incident should be submitted through the Coordinator's office for review and that office should accept responsibility for submitting the report to the Consortium office. It is important for loss control purposes to have one person at the college coordinating incident information and taking responsibility to make sure areas in need of repair are reported to the proper people for this to be accomplished.

GENERAL LIABILITY: Check this block when incident involves students, visitors, property of students or visitors.

COLLEGE PROPERTY: Check this block when incident involves property owned by the college.

EQUIPMENT BREAKDOWN: Check this block only when incident involves your college owned boiler and/or refrigeration equipment.

STUDENT ACCIDENT: Check this block if the injured party is enrolled in a covered curriculum.

ATHLETIC: Check if claimant was participating in an enrolled sport.

FACILITIES USE: Check this block when incident involves visitors to an event for which Facilities Use coverage has been purchased.

ALLIED HEALTH: Check this block when incident involves patients of students enrolled in the Allied Health Program. Be sure to attach an Allied Health Incident Form found at http://fcsrmc.com/attachments/Allied_Heath_Incident_Form.pdf

RISK MANAGEMENT REVIEW STATEMENTS: Initial the appropriate statements to let the FCSRMC staff know that the Risk Management Coordinator has reviewed the claim and determined that the A/I is for FYI purposes only, is a Student Accident claim that has been forwarded to Fringe Benefits, OR is an Athletic claim which has been submitted to Summit America. By initialing the appropriate statements, we hope to make the notification process more efficient and limit the number of follow-up calls the FCSRMC has to make to the College Risk Coordinator.