

Smiths Falls Flying Club
Operational Control System

References: CARS 426.50

- : SFFC MCM**
- : SFFC Course Training Outline**
- : SFFC Safety Management System (SMS)**
- : SFFC FTU Safety Management Plan (FTU SMP)**

General

The objective of the SFFC Flight Training Unit Operations Control System is to promote safety through the establishment and implementation of standardized processes in SFFC flight operations. It incorporates directives pertaining to flight operations in consonance with directives and information from the references listed above.

Aircraft Dispatch

Flight Authorization

The DFL shall be numbered and dated as indicated

The PIC's name, and student's (or passenger(s)) name shall be entered as indicated

The exercises or destinations shall be entered as indicated

The flight shall be designated Dual Training (D/T), Solo Training (S/T), Dual Rental (D/R), or Solo Rental (S/R) as appropriate

All flights must be authorized by a SFFC Flight Instructor, who shall sign in the appropriate box on the Daily Flight Log

The student pilot, or the rental pilot as appropriate, shall sign in the appropriate box on the Daily Flight Log acknowledging the exercises or destinations

Documents

For local flights, landing only at CYSH, the Journey need not be carried. The PIC shall verify C of A, C of R, POH and Proof of Insurance are in the metal "box".

When landing away the Journey Log shall be carried on board

Pilot License/Permit and appropriate Flight Information Publications shall be carried

Pilots shall ensure that the aircraft status board and the aircraft journey log indicate that the aircraft is serviceable and has sufficient time until next inspection to complete intended flight.

The documents and keys for unserviceable aircraft and those requiring periodic inspection shall be removed from the sign out desk, and the aircraft status board shall be annotated accordingly.

Additional Operational Information

Information relevant to aircraft operational safety not included in this document shall be posted at the sign out desk, and brought to the attention of pilots by the authorizing Flight Instructor.

Flight Following

Flight following responsibilities shall be limited to qualified Flight Instructors.

A Flight Instructor shall be available and provide flight following for all training flights.

Flight plan/itinerary shall be provided to the authorizing Flight Instructor

For cross country flights a flight plan/flight itinerary shall be filed and a copy placed on the DFL.

Deviations from the filed plan/itinerary shall be reported to the authorizing instructor or CFI as soon as practical

Survival Equipment

It is the responsibility of the PIC to ensure that all people in the aircraft wear or carry clothing appropriate to the season; in winter, coat, hat, boots, gloves etc to ensure survival overnight in the bush.

A SFFC Survival Kit and First Aid Kit shall be carried on all flights

Oil Used Reporting

Oil added must be annotated on the oil control sheet in the maintenance hangar office, in the last column of the DFL and in the journey log when appropriate. Oil shall be added so as to maintain the level above five quarts.

Weight and Balance

A weight and balance shall be completed for each C-172 flight, except where the rear seats are unoccupied and no additional loads are carried.

Aircraft Defects

Pilots shall ensure that all defects are closed on the Defect Control Sheet located in the journey log, and verify that any deferred action items do not preclude safe, legal completion of the intended flight

Aircraft defects detected by pilots at CYSH or when on cross-countries shall be reported to the authorizing instructor or CFI who will confer with the PRM for disposition

Weather Minima:

Dual:

Local VFR Day Class E airspace VFR weather limits (1000' & 3 sm)

Local VFR Night 1500' & 5 sm

Cross Country	2000' & 5 sm flight visibility forecast for route of flight
IFR	<ol style="list-style-type: none"> 1. Training in actual IMC is authorized where the departure and destination are forecast and reported to be 3000' & 5 sm. 2. A student training in actual IMC must have 10 hours dual instrument at least 5 of which must be in a SFFC Cessna 172. 3. The CFI may authorize training in actual conditions in accordance with minima for departure and destination in accordance with the Canada Air Pilot (CAP).
Winds	Forecast or reported surface wind not over 35 knots and max cross wind component - in accordance with POH limitations

Solo:

Circuits	No clouds below 1500' AGL & 3 sm flight visibility
Local	Practice area - 4000' AGL & 10 sm flight visibility
Cross country	4000' & 10 sm flight vis forecast for route of flight
Winds	<p>Max cross wind component - 10 kts</p> <p>Max surface wind - 20 kts</p>

* While the foregoing is for flight training operations, licensed pilots renting SFFC aircraft and the flight instructor authorizing such flights should consider these limits as prudent.

Cold Weather Flight Training Operations:

Engine pre-heat - both SFFC aircraft are equipped with Tanis engine heaters. Use of these heaters is mandatory when the OAT is 0 deg C or below. When authorized for an away trip, the PIC should ensure that an extension cord is carried and the heater used. Otherwise, the PIC must ensure the engine is pre-heated by alternate means.

When the temperature is consistently below freezing, SFFC aircraft will be “plugged-in” continuously. If the heater is plugged in and the aircraft not flown it is best to leave the power connected to avoid cycling the engine which may introduce moisture into the crankcase.

Engine start - SFFC aircraft engines will not be started in temperatures of minus 25 deg C or less

Flight training - the minimum temperature for dual or solo flying is minus 20 deg C.

Practice forced approaches - will not be practiced unless the OAT is minus 10 deg C or above

Reduced power simulation - for forced landing practice and approaches in cold weather, a power off approach can be simulated with a power setting of 1500 rpm and the use of 20 deg of flaps.

Minimum Fuel and Oil Requirements:

SFFC aircraft fuel loads are to be verified by visual inspection by the PIC. The amount of fuel to be carried for VFR flight is to be sufficient, taking into account anticipated wind and other weather conditions, to fly to the destination and thereafter for 45 minutes at normal cruising speed. Notwithstanding the foregoing, SFFC aircraft shall not depart without sufficient fuel for:

Dual & Solo circuits	- planned exercise plus one hour
Dual & Solo in practice area	- planned exercise plus one hour
Dual & Solo X-country	- planned duration plus one hour

The approved aviation grades of fuel for SFFC aircraft are 80/87, 100/130 or 100LL. SFFC aircraft are not to be fuelled with any grade of automotive gasoline.

Oil levels shall be maintained above five quarts, but care shall be taken so as to not overfill.

SFFC Practice Areas:

The two designated practice areas as follows:

Training area #1 (South)	44 51 N 76 00 W	to
Entry point Merrickville	44 58 N 75 40.5 W (Oxford Mills)	to
	44 50.7 N 75 32.5 W (Spencerville)	to
	44 39.6 N 75 53 W (Addison)	to
	44 40 N 76 00 W	to origin
Training area #2 (West)	44 44 N 76 01 W (Smiths Falls)	to

Entry point Smiths Falls 44 41.7 N 76 11.3 W (Portland) to
 44 40.5 N 76 24 W (Westport) to
 44 50 N 76 30 W (near Maberly) to origin

All air work in these practice areas shall be conducted at a safe altitude determined by the instructor authorizing the flight. The use of altitudes at or above 2500' in Ottawa Terminal Class D or 6500' in Class E airspace is discouraged for dual or solo training flights.

Over Water Flights

No dual and solo training flights are to be planned over bodies of water except on routes and at altitudes that will permit a safe glide to land in the event of an aircraft malfunction.

Accidents or Incidents

Accidents or incidents shall be reported immediately to the CFI, or the authorizing Flight Instructor. Incident reporting provides lessons learned opportunities and shall be completed in accordance with the SFFC SMP. Should an accident occur it is important protect the site from disturbance, except for actions to preserve and protect life, until the accident investigation is complete.

Use of Checklists

SFFC aircraft are provided with a checklist covering normal operations and emergencies This checklist shall be used when operating SFFC aircraft.

Post Flight

Recording Flight Time

Take off and Landing times shall be recorded on the appropriate boxes on the DFL and the resulting Air Time recorded.

Flight time shall be recorded as the incremental Hobbs meter time, and verified against the engine on until engine off elapsed time.

Completing the Invoice/Receipt and DFL

The invoice shall be completed with reference to the rate chart posted at the sign out desk.

The invoice/receipt shall show the flight time, aircraft identification, the type of flight (T/D, T/S, R/D, R/S) and the name of the instructor if applicable.

The DFL shall indicate the method of payment (Debit, Visa or MC), the receipt/invoice number and the amount.

The proof of payment shall be stapled to the white copy of the invoice/receipt and placed in the office or on the sign out desk

The duplicate proof of payment shall be attached to the yellow copy of the invoice/receipt and provided to the payee.

Renting Using the Dry Rate.

When it becomes necessary to fuel the aircraft away from CYSH the rental will be at the Dry Rate (see rental rates chart at the sign out desk).

Prior to departure from CYSH the aircraft shall be filled (or to a specified level as dictated by weight and balance requirements) with fuel using the SFFC aircraft credit card.

Fuel purchased away from CYSH and the fuel required to refill the aircraft to its fuel state at departure shall be paid for by the rental pilot using a personal credit card.

Updating the Journey log and the Aircraft Status Board

It is the responsibility of the PRM, CFI or qualified Flight Instructor to update the Journey log and the Aircraft Status Board at the completion of each flying day, and to certify this update on the DFL and the status board.