

## **Smiths Falls Flying Club**

### **Operational Procedures Guidance (OPG)**

**References:** CARs 405, 406,605,425,426

: SFFC MCM, SFFC PPL Flight Training Outline, SFFC Flight Instructors Guide

#### **General**

The objective of the SFFC FTU Operational Procedures Guidance is to promote safety through establishment and implementation of standard procedures in SFFC flight operations. It reflects directives contained in the referenced CARs and referenced SFFC documents. Compliance with this operational guidance document is mandatory for all pilots who fly SFFC aircraft. Prior to flying an SFFC aircraft as PIC each pilot must complete and have on file at the SFFC an Operational Procedures Guidance Certification Sheet stating that they have read, understood and will comply with this SFFC OPG.

The CFI is responsible for the management and exercise of operational control of the overall pilot training program, the supervision of all FTU instructors and direct supervision of Class 4 instructors. He also ensures the qualification and currency of all flight instructors. He exercises these responsibilities in accordance with the referenced documents.

#### **Booking Aircraft and Instructors**

Aircraft and instructors shall be booked on the SFFC electronic booking system “goboko.com”. Booking of solo flights must also include contacting a flight instructor for flight authorization. Booking of cross country flights to destinations more than 200 nm from CYSH, flights to sparsely settled areas, flights to USA and flights intending to remain away overnight shall be made with sufficient lead time to receive required approval by the CFI/ACFI.

# **Pilot Ground Training Mandated in the SFFC Maintenance Control Manual**

Before flying as PIC in SFFC aircraft pilots must receive the following ground training:

- Training and demonstration of competence in aircraft refueling and oil addition procedures.
- Training and demonstration competence in safe hangar operations, aircraft repositioning, tie down procedures and use of bird plugs and winter covers

Documentation of this training shall be constituted by the pilot's and instructors signatures on the SFFC OPG Certification Sheet.

## **Aircraft Dispatch**

**Flight Authorization:** All flights must be authorized by an SFFC Flight Instructor, who shall sign in the appropriate box on the Daily Flight Log. The authorizing Flight Instructor shall monitor timely return to base of the aircraft. When an aircraft becomes overdue the authorizing Instructor shall begin an electronic search utilizing all available resources, including base radio, cell phones on board, calls to airports along the route and ATC. Should all efforts fail to locate the aircraft SAR action shall be initiated with the RCC. For cross country flights an itinerary shall be filed with the authorizing Instructor. Deviations from the itinerary shall be reported to the authorizing Instructor or CFI as soon as practical.

**Completing the DFL:** The PIC shall complete the DFL including the date, aircraft registration, PIC name, Trainee or passenger(s) name(s), PICs or trainee's acknowledgement, fee structure for the flight (Training Dual, Training Solo, Rental dual, Rental solo) time up, time down, air time, flight time, method of payment, receipt number and amount. Flight time shall be recorded as the incremental Hobbs time. If the flight is at the Dry rate enter "Dry Rate" in the last column. Procedure for doing the dry rate is to provide the aircraft to the pilot with full fuel and oil above 6qts. Pilot purchases fuel enroute and fills the aircraft using his/her credit card upon return to CYSH. If the pilot on a cross country flight lands at other airport(s) the pilot shall create a DFL line for each leg of the flight. The DFL is an Aviation Document and like the Journey log cannot be over-written: If an error is made draw a line through the error, write in the correct number clear of the error and initial the change. DFLs must be kept on file for a minimum of two years.

**Payment for flight:** PIC shall complete a SFFC invoice for the flight and make credit card or debit card payment on the POS terminal. Merchant's copy of POS tape shall be stapled to the white copy of the invoice and placed in the outbox. Customer's copy of the POS tape shall be stapled to the yellow copy of the invoice and retained by customer.

**Documents:** The PIC shall ensure the following documents are onboard the aircraft; Hobbs Sheet, Proof of Aircraft Insurance, POH, RAM Supplemental Flight Manual, C of A, C of R, Weight and balance, pilots Aviation Document, required maps, charts, Nav Canada Flight Information publications and Journey log if flight is to be more than 25nm from CYSH.

**Weight and Balance:** PIC shall complete a weight and balance if passengers or luggage is to be carried in the rear seat or luggage areas.

**Aircraft Verifications:** PIC shall ensure that aircraft status board and Journey log indicate that the aircraft is serviceable and has sufficient time to next maintenance action to complete the planned flight. Pilots shall ensure that all defects are closed on the Defect Control Sheet located in the journey log, and that deferred action items do not preclude safe, legal completion of the planned flight. The documents and keys for unserviceable aircraft or requiring maintenance actions shall be removed from the sign-out desk and the aircraft status board shall be annotated accordingly by the PRM, CFI or a Flight instructor.

PIC shall dip fuel tanks and check oil levels to ensure that both are adequate for intended flight plus one hour. Fuel gauges shall never be used to determine fuel levels.

**Survival Equipment:** It is the responsibility of the PIC to ensure that everyone on the aircraft wears or brings along clothing appropriate to the season: In winter coat, hat, boots, gloves, etc to ensure survival overnight in the bush. A SFFC Survival Kit shall be carried on all flights flying more than 25nm from CYSH.

**Night Flights:** Additional mandatory equipment for night flights shall include one or more hand lights and a portable VHF radio capable of actuating the Arcal runway lights.

**Oil Used Reporting:** A litre of oil should be added if the aircraft oil level is less than 6 quarts. Oil added must be recorded on the oil control sheet located in the oil storage locker in the Beach Hangar, and in the last column of the DFL.

**Aircraft Defects:** Aircraft defects detected by pilots at CYSH or when on cross country shall be reported to the authorizing Instructor or CFI who will confer with the PRM for disposition.

**Additional Operational Information:** Information relevant to 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.

### **Weather Minima:**

**Dual:** Local VFR Day Class E Airspace 1000' 3sm

Local VFR Night 1500' 5sm

VFR Cross Country 2000' 3sm, f'cst for flight +2 hrs

IFR Training 3000' 5 sm departure & destination ( CFI may authorize lower limits for individual IFR training flights depending on instructor experience, aircraft equipment and route of flight)

Winds: actual and forecast not above 25 knts .

**Solo:** Circuits 1500' 3 sm

Local Practice Area 4000' 10sm

Cross country Route + 2 hrs 4000' 10sm (+two hrs daylight)

Winds max 20 knots, max x-wind 10 kts

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

### **Cold Weather Flight Training Operation**

**Engine pre-heat:** All SFFC Aircraft are equipped with engine heaters. Use of these heaters is mandatory when temperature is 0 C or colder. When authorized for a cross country the PIC should ensure that both an extension cord and cowl cover are carried, and the heater used. Otherwise the PIC must ensure that the engine is pre-heated by some other means.



## **Recency Requirements**

Authorization for student solo RPP and PPL training flight will depend on student flight experience, proficiency and weather conditions. Solo shall not be authorized when there has been a gap of more than 30 days since the last dual.

Recency requirements for licenced pilots will depend on flight experience, flight experience on type, experience flying SFFC aircraft and weather. Flight instructors will use their discretion and if in doubt fly a dual prior to authorizing solo.

## **Over Water Flights**

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

## **Accidents and Incidents**

Accidents or incidents shall be reported immediately to the CFI or the authorizing flight Instructor. Incident reporting provides lessons learned opportunities. Should an accident occur it is important to protect the site from disturbance, except for action to preserve and protect life, until the accident investigation is complete.

## **Use of Checklists**

SFFC aircraft are provided with checklists covering normal operations and emergencies These checklists shall be used in conjunction with the POH and RAM Supplemental Flight Manual when operating SFFC aircraft.

## **Updating the Journey Log and Aircraft Status Board**

It is the responsibility of the PRM, CFI or a Qualified Flight Instructor to update the journey log and the Aircraft Status Board each day, and to certify the update on the DFL and the Aircraft Status Board.