

East Hill Flying Club Safety Procedures and Practices

December 2010; (Club Rules and 141 School Rules)

The core value in aviation is personal responsibility starting with 91.3 (PIC authority) and continuing with 91.103 (all available information). This collection of procedures should be regarded as minimums or limitations rather than guidelines for operation or good judgment. Familiarity and compliance with the FAA guidance in the FAA-H-8083 series of manuals is strongly encouraged. Every pilot's personal minimums should be more conservative than these rules and utilize correct, conservative decision-making and risk management. A proactive attitude toward safety and a margin for error and surprise is always a necessary precaution in the safe operation of our aircraft.

The violation of club practices and procedures or unsafe operation in general may be cause for **immediate grounding of a club member** by any CFI or board member. These decisions are to insure the safety of our equipment and operation and **not negotiable** upon notice. Disregarding a notification of grounding is a very serious matter and may lead to expulsion of a member from the club. An accident committee convened by the safety coordinator and president of the board will conduct further discussions on necessary remedial training in the case of unsafe behavior, accident or incident.

I. General Overview, Guidelines and Philosophy

- a) Every pilot becomes obligated to comply with these rules upon signing an EHFC application and accepting membership at East Hill Flying Club. This is our "handshake agreement on safety." We follow these rules and exercise good judgment to avoid using our insurance and keep flying costs reasonable! It is the responsibility of each member to regularly consult this document for clarification and updates **and also suggest changes** as necessary. This is an organic document intended to promote and insure safety. Your input is encouraged and valued. The current document posted on the East Hill website is considered regulatory.
- b) It is your member responsibility to stay current regarding club procedures and seek clarification when necessary. In all cases the "**conservative response rule**" **applies**: choose the safest most conservative interpretation and course of action until clarification is possible. Observed abuses of the rules, procedures or common sense should be reported ASAP since we all suffer from unsafe operation or damage to our equipment. Sometimes unsafe operations indicate only a lack of information that can be quickly rectified. East Hill promotes an **active "safety culture"** and avoids unnecessary punitive action when possible. Registration and participation in the FAA "Wings" program (<http://faasafety.gov>) **is required for membership** at East Hill. Consult our "Safety and Training Page" on the website for more detail on our proactive safety program. A good pilot is always learning!
- c) Aircraft owned or controlled by East Hill Flying Club, Inc. (here after "EHFC" or "club") may be used only by EHFC members who have been satisfactorily "checked out" in that make and model of aircraft to the satisfaction of the chief instructor or designated instructors before acting as PIC regardless of certificate or rating. It is the **responsibility of each member** to insure his or her FAA paperwork is current and that the club checkouts are accurately entered on their member card.
- d) All pilots must be appropriately rated, endorsed, and current to act as PIC in club aircraft and at a minimum, follow FAR and AIM guidance in all operations. Furthermore, maintaining legal currency (FAR and EHFC) and adequate proficiency as well as legal documentation are the responsibility of the PIC, not EHFC.
- e) All instruction in EHFC club aircraft and at club facilities shall be by EHFC club instructors (current, checked out, and approved for this operation by the chief instructor) and must be charged accordingly at club rates unless otherwise approved in writing by the chief instructor. Club instructors when accepting employment at EHFC shall not instruct in other non-club aircraft within 50nm unless approved in writing by the chief instructor. Club owner-members must provide EHFC with a waiver of subrogation (or if approved coverage as "named insured") to utilize club instructors These instructors will be assigned or

approved by the chief instructor. No charge CFI “ride-along flights” for member comfort are prohibited. Use of EHFC CFIs to increase skill and capability is strongly encouraged! Keep training.

II. Currency and Annual Check-Outs

- a) Members shall hold a valid FAA pilot certificate and current medical (if necessary) and have an annual checkout with the chief instructor or approved designee in each make and model of aircraft to be flown as PIC. TSA requires a current photo ID and proof of citizenship on file for all training operations. Specific checkouts for IFR, night, grass and other unique operations are necessary on an annual basis and may be combined with the basic check-out at the discretion of the instructor. **All checkouts are validated by accurately filing out the current member card.** “Night” at EHFC is defined as **sunset** (and often obvious when the runway lights are turned on). Annual checkouts for any given calendar year shall be completed between November 1st and the last day of February of the current year. For pilots previously checked out in a C-152, a C-172 check shall be considered sufficient. The annual checkouts as an aggregate and as a minimum, shall consist of one hour of instrument instruction, one hour of airwork, one hour of pattern work and one hour of ground instruction (or assigned annual ground training) as required by the chief instructor. Members current in the same make and model aircraft may be approved on a special basis by flight with the chief instructor. Members must maintain their own legal flight review status. Annual checkouts **may** count for Wings credit or a flight review **if requested and endorsed** as such; this is not automatic or assumed.
- b) **Currency:** In any 90 day period preceding intended operation of EHFC aircraft, each member shall have been PIC for one hour and have performed at least three take-offs and landings (TO/L) in (club aircraft) make and model or accomplished a check-out in that aircraft with a club instructor. Members flying the tail wheel aircraft, Mooney or Light Sport are required to fly every 45 days and accomplish the aggregate of two hours in a 90 day period and 3 TO/L. These and any other minimums may be waived in special situations by appeal and written approval of the chief instructor. Even in cases of numerical currency, members in every plane should evaluate their personal skill level, proficiency, and confidence to assure a safe operation and seek dual if necessary to assure safety.
- c) **Low Time Pilots** (50 hours of less since initial certification) may only fly when the ceilings are 1500 ft for pattern work at Ithaca and 3,000 otherwise and at least 10 miles visibility (maximum crosswind 10 knots). Low time pilots must fly every 45 days (1 hour, 3 TO/L) to maintain currency or receive a check flight with a club instructor.
- d) Student pilots must receive a checkout and **endorsement every 90 days and maintain a 10 day currency** (dual or solo) for continued solo privileges or fly with an EHFC instructor to assure proficiency. Every student must maintain a current medical and **carry their logbook and syllabus on all training flights.**
- e) Weather minimums for a student pilot will be determined by the student’s instructor but in no case be lower than club minimums. A club instructor present at the club at the time of departure must be available to dispatch student pilots.
- f) Student pilot solo is limited to the approved club practice areas depicted in this document unless endorsed and engaged in flying a specific cross-country flight. Student logbooks will be signed at all X-C destinations for verification.
- g) Students shall fly all stage check flights with the chief instructor unless otherwise assigned and all student flights shall conform to the approved syllabus or otherwise be assigned or approved by a CFI for additional proficiency.
- h) Grounded or inactive club members shall not pilot or make reservations for flight (with the exception of inactive currency of one hour every 6 months) and use of our parking lots is also prohibited without specific written permission.

III. Rules For Operation of EHFC Aircraft

- a) It is the responsibility of every club member to comply with all Federal Aviation Regulations and AIM guidance in every operation. Additionally, each member **is required** to be familiar with and comply with the EHFC club rules and limitations of the Pilot Operating Manual for the plane in use. Every member must actively assess and mitigate risk and assure in every operation a margin of safety so the outcome of the operation is never in doubt.
- b) Prior to every flight, each PIC shall accomplish a thorough preflight per 91.103 (all available information) and check for airworthiness and perform a written risk assessment of the planned flight. (Consult a CFI if there is doubt as to safety of any flight). Members will not start an East Hill aircraft by hand propping and members shall not perform "preventative maintenance" on EHFC planes except as specifically approved by the maintenance officer (no tools)
- c) If inoperative equipment is discovered during preflight, an analysis by reference to the aircraft equipment list, AC 91-67 and 91.213(d) must be performed to properly return the aircraft to service or ground the plane as necessary. Items that are legally deferred must be entered on the squawk sheet before flight and immediately in the computer upon check-in. Once a plane is grounded, only the club maintenance officer or an A&P can release this plane for flight. (All deferred items will be displayed on subsequent dispatches once the plane is released for further flight.) If the airworthiness of any aircraft is ever in question, it shall be grounded until maintenance can be performed. The maintenance officer should be alerted ASAP and the grounded plane should be clearly noted clearly on the maintenance and dispatch boards to prevent further flight.
- d) If a member has signed up for a club aircraft and does not show up to dispatch, the aircraft may be reassigned after 20 minutes if the member cannot be contacted. Members signed up for dual instruction that do not show up or provide a minimum of 2 hour notice will be charged the instructor rate for the missed time. If in doubt please call.
- e) Passengers in EHFC planes shall be restrained by approved seat belts at all times, given a full preflight and safety briefing and shall not be loaded or unloaded with the propeller turning. Lighted smoking materials are forbidden in the club, on the ramp or in EHFC aircraft.
- f) All planes shall be cleaned thoroughly after flight and parked with the control locks installed and wheels chocked when on the EHFC ramp. Planes on overnight trips should be hangared or tied down securely. No props should be turning south of the yellow safety line. After start up all pilots should move expeditiously away from the populated area near the club for run-up and further preflight checks. Extreme care should be exercise while moving aircraft on the ramp and any available help should be solicited for safe operation. If you break it you bought it!
- g) All flights shall be reserved in standard two hour blocks with remarks indicating the syllabus and lesson number. Cross-country flights must indicate the destination and duration of the flight on the reservation and whether the flight is IFR or VFR. All cross-country flights in excess of 100nm miles require a flight plan or continuous flight following maintained for safety.
- h) All flights shall depart with a minimum of half fuel and land with a planned minimum of one hour fuel. The policy is to NOT refuel after flight but to allow the next pilot to fuel and adjust fuel load based on passenger loading. Only the Mooney is fueled after every flight (to preserve the rubber bladder tanks), unless requested.
- i) A plane landing due to mechanical difficulty shall not be flown unless approved by the maintenance officer. This club official must approve all charges exceeding \$100. Aircraft grounded due to mechanical difficulty becomes the responsibility of the club with no further charge to the pilot if they cannot safely be returned to service.
- j) Fuel and oil purchased on trips are reimbursed at current club rates. Club planes stranded due to weather may be charged back to the member depending on circumstances. All fees (landing, parking, etc) incurred from flight are the member's responsibility.

- k) Club weather minimums shall be observed (and regarded as an absolute minimum) in all operations and no pilots shall depart with special VFR clearances unless instrument rated and current. Night weather minimums do not apply to instrument flights but extreme caution should be exercised in these flights due to their hazardous nature.
- l) All flight destinations for flight of club aircraft must be surveyed and found on the current government aeronautical charts. Over water flights out of gliding distance of land are prohibited without chief instructor approval and all flights over water require an approved pfd for the pilot and each passenger on board.
- m) No animal shall be permitted in club aircraft unless restrained in an approved carrier and approved by the club. All loading of objects (bicycles, skis etc) should be performed carefully to avoid damaging the interior of the plane and obstruction of the controls. All objects should be properly restrained by approved methods.
- n) For initial night checkout, **three additional night hours** and a sign-off from an EHFC CFI are required. The initial check-out allows night return to Ithaca and local flight at KITH only. Upon acquiring **10 hours PIC** after certification, pilots wishing x-c night privileges shall complete a night X-C check with the chief instructor or approved designee. Night flight is statistically hazardous and requires a careful risk analysis and mitigation plan for safety.
- o) Night flight (defined as after sunset at EHFC) requires an annual check-out by a qualified EHFC CFI in the heaviest aircraft flown at night. Pilots shall maintain 90 day currency or require re-check. All flights shall conform to night wx minimums and a EHFC night flight form must be completed and filed at the club.
- p) Tail Wheel training in the CItabria proceeds in three phases. Phase One (local solo) requires completion of the tail wheel syllabus and 10 hours training (or total tail wheel experience) leading to a tail wheel endorsement from an EHFC CFI. This first phase allows landings at Ithaca only (pavement and/or grass runway) with maximum of 8 knots of X-wind and local flight. Phase Two adds X-C privileges to paved runways. Pilots shall log 10 hours as PIC since phase one approval and fly a successful check flight for X-C with a qualified EHFC CFI in the tail wheel aircraft. Phase three is approval for designated grass runways (endorsed as trained) and based on experience and a successful check flight with the chief instructor or designee. (Every tail wheel pilot must maintain 45 day currency as specified in Section II) Grass runways are particularly hazardous due to variables of construction and condition and shall be only allowed for very proficient pilots.

IV. Flight School Operations and Weather Minimums per 141.93(a)(3(i-x) and ALL Pilots

i) Weather Minimums:	Solo Pattern	Ceiling: 2,000'	Viz: 5 sm	Max X-wind 8 kts/Surface wind Max
				20kts
	Solo Practice	Ceiling: 3,000'	Viz: 10 sm	Max X-wind 8 kts/Surface wind Max
				20kts
	Dual Pattern	Ceiling: 1,500'	Viz: 3 sm	Max X-wind 20 kts/Surface wind
				Max 30kts
	Dual Practice	Ceiling: 2,000'	Viz: 5 sm	Surface wind maximum 30 kts
	Solo X-C	Ceiling: 3,500'	Viz: 10 sm	Winds aloft max 20 knots Max X-
				wind 8 kts
	Weather for all other VFR training	Ceiling: 3,000'	Viz: 5 sm	Surface wind maximum 30 kts
	Instrument training minimums:	Ceiling: 500'	Viz: ¾ sm	Filed alternate

Night Weather Minimums: (local flight) Ceiling: 3,000' Viz: 10 sm Max X-wind 10 Kts Surface wind max 20kts

"Local flight" is within 25 nm KITH). For night X-C a flight plan is required or continuous flight following and the following weather minimums apply. For night dual instruction, the CFI must be instrument current.

Night X-C Weather Minimums: Ceiling 5,000' Viz 10 sm Max surface wind 15 kts

ii) Starting and Taxiing Procedures: Aircraft shall not be operated (started, taxied or landed) in areas where loose objects may cause damage to the aircraft, persons or property. Taxiing of club aircraft shall be in a manner reasonable and prudent and with the ailerons and elevator in the proper position with respect to the wind. Pilots should use minimum power and speed (in no case to exceed 15 knots) with minimum brake usage. Every pilot shall utilize a taxi diagram at all unfamiliar airports and carefully observe and comply with all signs and directions from ATC. If ambiguity exists in any clearance verification from ATC will be obtained by radio. Hand propping of club planes is prohibited and no props shall be turning south of the yellow safety line at EHFC. Beacon switches shall be ON at all times. **Strobes are activated when a clearance to taxi is received.** During the day, landing lights are switched on when a clearance to take-off is received. All club pilots shall use the EHFC radio sheet and AIM radio phraseology as a guide to proper unambiguous radio phraseology: avoid jargon and chatter on the radio.

iii) Fire Precautions and Procedures: No lighted smoking materials are allowed in the EHFC hangar, ramp or facilities. Members are responsible that their guests are briefed and comply with this rule. Extreme caution shall be taken with the use of auxiliary heat for winter operation and cold weather starts. Avoid over-priming and in no case "pump the throttle" if the engine is not cranking. If there is any indication of an induction system fire due to backfire or any other fire, operate according to section 3 of the POH. Notify the maintenance officer immediately and an inspection shall be performed before further aircraft operation. All members shall be familiar with the location of fire extinguishers and the fuel shut-off switches for the fuel tank. All planes must be grounded with the static strap when fueling and extreme care exercised when handling fuel. Any leaks should be reported and absorbed with the leak kit available at the pump.

iv) Re-Dispatch Procedure After Emergency Landing: No member shall practice emergency landings without an EHFC CFI. No member shall attempt a take-off after an emergency landing of precautionary landing due to a maintenance difficulty unless the pilot has contacted and received authorization from the chief instructor or club maintenance officer. Secure the aircraft and notify the club ASAP and in all operations assure the safety of pilot and passengers first.

v) Aircraft Discrepancies and Return To Service: Before dispatching an aircraft the PIC shall check the status board and computer for any inoperative equipment (squawks or warnings) effecting their aircraft. Each member is personally responsible for accepting and flying the aircraft in an airworthy condition per 91.3, 91.7 91.103 and 91.213! If any inoperative equipment is discovered during preflight, the plane is unairworthy until "properly altered" as described in 91.213(d). All inoperative equipment shall be properly handled (i.e. deactivate, placard etc) and noted on the squawk sheet and in the computer **before** flight. Aircraft shall not be flown in an unairworthy condition or if the outcome of the flight is in anyway questionable or contrary to safety. (see also III-c above)

vi) Securing EHFC Aircraft When Not In Use: Planes parked on the ramp shall have chocks secured and gust locks installed. The towbar shall be removed on EHFC ramp unless south of the safety line. Beacon switches shall be **ON** at all times (to alert for inadvertent master switch activation). No planes should be started or run south of the yellow safety line on the EHFC ramp. Aircraft away from EHFC shall be securely tied down or hangared if left unattended.

vii) Fuel Reserves Necessary for Local and Cross-Country Flights: No plane shall be dispatched and flown with less than ½ tanks and all flights shall be planned to land at their destination or alternate with one hour fuel reserve. Students on cross-country are required to carry a valid credit card or cash for fueling. All members should be trained and familiar with leaning procedures per POH for safe efficient aircraft operation. (Failure to lean can result in 40% increase in fuel consumption)

viii) Collision Avoidance: Collision avoidance requires constant vigilance. Every pilot must **BE ALERT** and actively searching for other aircraft at all times. When "cleared to taxi" the strobes shall be activated (unless safety or courtesy to other pilots dictate otherwise) and the **taxi route read back** and verified with a written

diagram. Upon receiving clearance for take-off the landing light shall be activated prior to taking the runway and a careful scan for traffic on final accomplished. All pilots shall comply with ATC ground and flight directions and utilize FAR/AIM standard operating procedures in all operations. Verification shall be sought in the case of any ambiguity in ATC instructions. It is the PIC responsibility to see and avoid collisions in all operations.

ix) Minimum Altitude Limitations and Simulated Emergency Landing Instructions: No EHFC aircraft shall be operated below 500' agl except for the purposes of take-off and landing. Emergency landing practice shall only be performed with an EHFC CFI on board and in no case continued lower than 500'agl. Students shall not fly below 1000ft agl except for the purposes of TO/L. Instructors shall simulate engine failures by retarding the throttle and announcing "engine failure." The student or pilot in training shall then pull the carb heat and perform the required actions according to the approved checklist or POH. In no case shall engines be failed in training with the mixture, fuel valve or magneto switch. Emergency landing practice shall emphasize a safe outcome by assuring a **normal pattern** to an emergency landing site directed into the wind. This maneuver shall be terminated as soon as a successful outcome is obvious and in no case proceeding lower than 500 agl. Extreme caution for obstacles must be maintained at all times.

x) Description of Assigned Practice Areas: A map of EHFC practice areas is posted on the club dispatch bulletin board with any current concerns or NOTAMS. This map is attached to this document or can be acquired from a club CFI. There are two practice areas recognized by a letter of agreement with local ATC. One is directly west and one north of KITH between the lakes and both approximately 20 nm square. Each practice area shall be requested by name upon taxi and crossing from one to the other through the runway 32 centerline should be avoided. Students must be familiar with the practice areas and are restricted to one or the other during all student solo operations. Student solo south of the airport in the hills and over Cornell or the city is prohibited. A current sectional chart should be carried on board for local flight.