



Standard Operating Procedures

May 2010

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CHANGE RECOMMENDATION

I recommend the following corrections to page/paragraph number(s) _____ of the Scott AFB Aero Club/Flight Training Center Operating Procedures, dated _____.

OPTIONAL INFORMATION

NAME: _____

STREET ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

TELEPHONE: (WORK) _____, (HOME) _____

Mail or deliver this form to: Operations Officer

Scott AFB Aero Club/Flight Training Center

215 Heritage Drive, Wing B

Scott AFB, IL 62225

Thank you for your assistance.

FOREWORD

In accordance with applicable Air Force Aero Club directives, the Scott Aero Club (SAC) has been established as a non-appropriated fund activity for the purpose of providing qualified members and opportunity for recreational flying in the interest of morale, welfare, recreation, and vocational training.

This Standard Operating Procedures (SOP) establishes the policies, procedures, and practices of the Scott Aero Club and provides information concerning the administration and operation of the club. The contents of the SOP are not intended to cover every contingency or every rule of safety and good practice. Members are required to comply with the provisions of all publications issued by competent authorities pertinent to the type of flight operations performed (e.g., Federal Aviation Regulations, Airman's Information Manual, Flight Information Publications and AFM 34-232., as well as the Standard Operating Procedure. **The provisions of this SOP is not intended to supersede any regulation or directive issued by competent authority, except where more restrictive.**

Reviewed by:

SANDRA E. LANG
Manager, Scott Aero Club

Approved by:

// Signed//
THOMAS RECTOR, YC-02, DAFC
Chief Community Support Flight

DEFINITIONS AND ABBREVIATIONS

The following definitions and abbreviations supplement those found in the Pilot/Controller Glossary in the Aeronautical Information Manual as well as the Federal Aviation Regulations.

AD. Airworthiness Directive. A mandatory maintenance action directed by the FAA. An AD may not be overflown.

ADP. Automatic Dispatch Program Flight Training Program written by HQ AFSVA/SPAR which is used to in place of PIF/Flight Currency Cards

AIRCRAFT ACCIDENT. An occurrence associated with the operation of the aircraft that 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.

AIRCRAFT INCIDENT. An occurrence, other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations.

AIM. Aeronautical Information Manual.

AGL. Above ground level. Altitude above the surface of the earth.

ATIS. Automated Terminal Information Service. A continually repeating recording that provides pilots with existing weather conditions observed at the time of recording. Usually changed once an hour.

A DD 175-1, Weather Briefing. A DOD form accomplished by a military weather briefing. Equivalent to a Standard Briefing by a Flight Service Station.

Digital Clock. A timepiece that displays time in digits rather than with hands on a clock.

Dispatcher. One who approves flight clearances. Can be a duty instructor, a supervisor of flying, or club official.

Duty Instructor. A qualified CFI responsible for flight operations and the dispatch of aircraft during a given time frame.

Emergency. Any condition when the pilot in command becomes uncertain about the safe outcome of the flight.

FSS. Flight Service Station.

HOBBS METER. A digital analog clock that displays accumulated time in hours and tenths of hours (one-tenth of an hour is equal to six minutes). The clock measures real time when the engine is running. This time is used to calculate payment due to the SAC following a flight.

IFR. Instrument flight rules.

IFT. Introductory Flight Training.

KCAS. Knots calibrated airspeed. Airspeed corrected for position error.

KIAS. Knots indicated airspeed. Airspeed the airspeed indicator shows.

LOCAL FLYING AREA. A radius of 50 nm from Scott AFB.

MEA. Minimum enroute altitude.

MHZ. Megahertz.

MPH. Miles per hour.

MSL. Mean Sea Level. This is the altitude an aircraft altimeter reads.

MVFR. Marginal VFR: Ceilings between 1000 and 3000 feet, and/or visibility between 3 and 5 statute miles.

NIFT. Navigator Introductory Flight Training.

NM. Nautical mile (approximately 6,076 Feet).

NOS. National Ocean Survey (performed by the National Oceanic and Atmospheric Administration).

NTSB. National Transportation Safety Board.

OBO. Official Business Only. Do not plan to land at another military installation that is OBO without prior coordination. (See PPR.)

PIC. Pilot in Command. Generally, the sole manipulator of the aircraft controls and the person responsible for all actions concerning an aircraft flight.

PIF. Pilot Information File.

PPR. Prior Permission Required: Do not plan to land at another military installation that is PPR without receiving a PPR number from the appropriate authority. (It is suggested that you also get the dispatcher's initials).

RAPCON: Radar Approach Control (Military Approach Control Facility).

RON. Remain overnight. If you RON away from SAFB, follow the guidance specified in the aircraft checklist and dispatch book.

RWY. Runway.

SAC. Scott Aero Club.

SAFB. Scott Air Force Base.

SECURING THE AIRCRAFT. Actions required by club members prior to returning responsibility for a checked-out airplane to the SAC Dispatcher. These include turning off all electrical equipment, turning off the master switch, securing the controls (either with the control lock or seat belts), installing the pitot cover, tying down the aircraft, chocking the wheels, and locking all aircraft doors.

SM. Statute Mile (5,280 Feet).

SOF. Supervisor of Flying. A dispatcher, duty instructor, or other aero club official who represents the aero club manager when on duty.

SOP. Standard Operating Procedure. The procedures by which the Scott Aero Club operates. Also known as by-laws.

STAGE CHECK. A progress evaluation administered by the SAC Chief Flight Instructor or designated representative prior to an FAA practical examination.

STUDENT PILOT. A pilot **not** possessing a valid FAA Private, Commercial, or ATP airman's certificate appropriate to the aircraft category and class being operated.

TACH TIME. A digital clock located within the engine tachometer displaying accumulated time in hours, tenths of hours and hundredths of hours. The clock is operating when the engine is running but does not display real time. This time is used to determine compliance with required inspections and other maintenance actions.

TBO. Time Between Overhauls. The manufacturer's recommended accumulated operating hours before overhaul of the component.

TDY. Temporary Duty. Official duty on orders away from the normal duty station.

VFR. Visual Flight Rules.

VMC. Visual Meteorological Conditions.

14 CFR Title 14 of the Code of Federal Regulations, formerly called "FARs". The acronym "FAR" is no longer used by the FAA to refer to aviation to avoid confusing them with the "Federal Acquisition Regulations, also know as "FARs."

Chapter 1

ADMINISTRATION

1. a. Applicability. The provisions of this SOP have been approved by the 375FSS/CC or the Division Flight Chief. These procedures are regulatory and all members are required to comply with them.

1. All SAC members and management personnel are responsible for reading and complying with the provisions and policies of this SOP.
2. The provisions of Chapter 3 apply to transient aero club personnel operating aircraft within the SAFB class D airspace and on the airport at the SAC. The manager will brief this section to transient personnel before granting approval for operations at Scott AFB Aero Club.
3. Revision to the Standard Operating Procedures. Club members are encouraged to submit suggestions for updating this SOP to the SAC Manager.

1. b. Regular Membership Application. Regular membership in the Aero Club will be on a voluntary basis. To be eligible for membership the applicant must complete an Air Force Form 1710 and meet at least one of the following qualifications:

1. Active duty personnel and their family members assigned to the base or directly supported by it through intra-service or inter-service support agreements.
2. Other active duty personnel and their family members not assigned to the base.
3. Military personnel retired and their family members.
4. One hundred percent Disabled veterans and their surviving family members; Medal of Honor recipients and their family members.
5. Reserve component members. NOTE: They must sign the statement on the application agreeing to notify the club and terminate their membership should their status change making them ineligible for membership.
6. Un-remarried widows or widowers, and eligible family members of military personnel who died while on active duty status.
7. Military academy cadets and advanced Reserve Officer Training Corps (ROTC) cadets provided they have entered the professional officer course and have taken the Military Oath of Enlistment.
8. Military personnel of foreign nations and their family members who are assigned to the installation.
9. Civilian DOD employees and their family members (including NAF employees).
10. Retired DOD employees.
11. Others that support the DOD mission and their family members as authorized by the commander. As the commander determines, this authority may be delegated to the Community Support Flight Chief or the Aero Club Manager.

12. Civil Air Patrol members.
13. FAA employees.
14. Individuals authorized Veterans Administration (VA) Flight Training Benefits, for the period they are enrolled in a VA approved flight training course provided local VA flight training facilities are unavailable.
15. Flight instructors and mechanics on contract with the aero club.
16. Military Veterans.

1. c. Inactive Membership. A membership status available to all regular members that provides certain advantages and limitations.

1. A minimum inactive membership is 30 days.
2. Inactive members may not fly Club aircraft.
3. Dues will not be assessed during inactive period.
4. Inactive status may only be granted for one of the following reasons:
 - a. Extended TDY (must submit copy of orders or school enrollment form)
 - b. Medical reasons.
5. Members may return to Regular Member upon notifying Aero Club Manager or Aero Club representative.
6. If member gives a return date when requesting inactive status membership will automatically be reactivated on that date. Any changes must be submitted to the Aero Club Manager or Aero Club representative in writing, prior to that date.

1. d. Resignations. The member is solely responsible for informing club management when he or she desires to resign their membership. **Member must resign in writing.** Upon resignation the member will:

1. Sign the resignation form at the club, or submit a resignation with effective date and signature.
2. Inform the management what documents the member wishes to retain from their training folder.
3. Letter of Good Standing will be given to the member once his account has been closed with no outstanding balance.
4. Dues will still be assessed if resignation letter is submitted after the 15th of the month for that current month.
5. Verbal request is not valid.

1. e. Expulsion. The Aero Club management reserves the right to expel any member suspected to be involved in drug abuse, alcohol abuse, acts of willful misconduct, or negligence. The 375 Airlift Wing Commander will have final authority on all expulsions. Any member who does not abide by the procedures set forth in the SAC Standard Operating Procedures and other appropriate regulations will have their membership reviewed. A member whose membership is

up for review will be notified in writing of this action. During this time the member will be on a non-flying status and not required to pay dues.

1. f. Standardization Board. The Standardization Board is chaired by the Chief Instructor, and is composed of the flight instructors, club safety, operations officer's and the installation operations and safety advisors. All of these individuals are responsible to the manager for standardizing the club's flying activities.

1. The SAC Standardization Board meets quarterly and is a vital part of our operation.
2. If an instructor misses one meeting, they may not act as a clearing authority until they have been personally briefed by the Chief Instructor or viewed the videotape of the meeting. Only the Manager or Chief Instructor may grant exceptions on a case by case basis.
3. If an instructor misses two consecutive meetings, they must contact the Chief Instructor regarding the reason(s) in addition to complying with the requirements of paragraph 1.g.2. above.
4. Minutes shall be taken and forwarded to the 375 FSS/CC or division chief for review within five days following the meeting.

1. g. Supervisor of Flight. A supervisor of flight may be designated to monitor flight operations and club business during times determined by the Scott Aero Club Manager. The duties and responsibilities of the Supervisor of Flight are outlined in this Operating Procedure.

1. Duties and Responsibilities.
 - a. Answer the telephone, review flight schedule.
 - b. Assist members in scheduling local and cross-country flights.
 - c. Using the flight-clearing checklist, check currency status of pilots wishing to fly when ADP is down.
 - d. Ensure all flights are properly cleared.
 - e. Ensure all passengers fill out a liability release (Covenant Not to Sue and Indemnity Agreement, AF Form 1585).
 - f. Check for updates on NOTAMS and TFR's.
 - g. Assist members in completing credit card transactions.
 - h. Sell merchandise as required.
 - i. Ensure that all aircraft keys that are not in use remain in the lock box and locked at all times.
 - j. When notified of lightning within 10 miles of Scott, immediately stop refueling operations.
 - k. Inform members of any changes in schedule due to maintenance problems, NOTAMS and TFR's at the earliest possible time and encourage rescheduling. If a flight is a dual flight the Supervisor of Flight is responsible for contacting both the student and instructor.

1. Fill out sales slips for sale of gas and oil to transient and private aircraft. Sales are limited to:
 1. Club members for use in Scott Aero aircraft.
 2. Club members for use in privately owned aircraft.
 3. DOD employees for use in government and official mission aircraft.
 4. Other aero club transient aircraft.
 5. Other's as authorized by manager.

 2. Closing:
 - a. Ensure fuel pumps are locked.
 - b. Ensure ramp is cleared and all equipment and aircraft are properly stored.
 - c. Police the inside and outside area at least once while on duty.
 - d. Ensure all janitorial duties are completed.
 - e. Lock Aero Club offices and ensure hangars are closed and hangar personnel doors are locked before departing at the end of the day, unless another responsible person is present. If this is the case, ensure this person is aware of his or her responsibilities for securing the premises before departing the building.
 - f. Ensure invoices and cash is placed in the payment box in the front office.
- 1.h. Safety Meetings.** The Scott Aero Club Safety Officer conducts a safety meeting every month. Safety meeting attendance is a mandatory requirement for all club members. The monthly meetings usually convened on the second Saturday morning of the month at 1000 hours. Meetings will be held at the Scott Aero Club or any other appointed location.
1. Members who fail to attend the safety meeting lose currency and may not act as pilot in command of a club aircraft until he/she reviews the minutes of the meeting and receives a briefing from the safety officer or current flight clearing authority, or views the safety meeting video tape. Reviewing the minutes and receiving a briefing does not credit the member with attendance at the safety meeting; however, viewing the videotape does. A member who misses two consecutive meetings without a valid reason will be grounded until he/she attends a safety meeting. A member who misses three consecutive meetings for any reason will be grounded until he/she attends a safety meeting.
 2. The following reasons are considered valid reasons for missing a safety meeting:
 - a. TDY
 - b. Official Duty
 - c. Others as deemed appropriate by the Scott Aero Club Manager or Safety Officer.
 3. In order to be cleared for flight, the pilot must have attended a safety meeting as required by paragraph 1, signed in and verified that their file has been updated in Flight Training Center Program.

1. i. Aircraft Scheduling/Return.

1. Scheduling. An aircraft is scheduled via www.Flightschedulepro.com. Aircraft will be scheduled for a minimum of two hours. Scheduled aircraft times must include time for the preflight inspection, the planned flight duration and post-flight aircraft servicing. If a member is not present within 15 minutes after the scheduled time (without prior notification) the aircraft may be released to a standby member

2. Check Rides. Aircraft scheduled for check rides administered by either FAA or designated Pilot Examiners will have priority over other flights at the discretion of the manager. This provision is intended to accommodate a flight examiner and member to the extent required by unforeseen circumstances and will not be used as a substitution for poor planning on the member's part.

3. Cross-Country. Members wishing to take a club aircraft cross-country for other than training must submit an AF 1583, Cross-Country Request Form. The manager or designated representative will review the impact of the aircraft being gone against the anticipated flight schedule requirements and either approve or disapprove the request. The manager or designated representative will schedule the flight via www.Flightschedulepro.com. Members must not schedule aircraft cross-country flights themselves.

a. The cross-country scheduling requirements do not apply to student pilots conducting cross-country training flights specified by a training syllabus except overnight flight that must be approved by the student's instructor and the Chief Instructor.

b. Flights outside the contiguous United States are not authorized without prior approval of the SAC Manager.

c. Members are reminded to check the minimum daily use rates in paragraph 1.j.4.c. in this SOP when planning to take a club aircraft overnight. **TDY.** SAC members may use club aircraft for official TDY travel.

5. Cancellations/No Shows. Members who cancel within 24 hours or no-show at the scheduled time will be penalized by the club manager for a sum of money equal too one-half the aircraft rental rate plus all of the scheduled instructor's time. If the aircraft is scheduled from 8 to 10 and you depart at 9 due to lack of advance preparation, you will be charged half the first hour and your flight time. This determination will be made based upon the manager's evaluation of the lost revenue and the time spent by the instructor preparing for the lesson. Cancellations for safety of flight reasons will not be penalized.

6. Failure to Return on Time. Members must not depart Scott AFB without a reasonable plan to return the aircraft to the SAC as scheduled. Should a member determine they would be late in returning the aircraft, they must notify the SAC when practical so arrangements can be made for other members scheduled to use the aircraft. The Scott AFB operator may be used for official long distance calls to Scott AFB at (800) 851-7542 for emergency only. Pilot must inform the operator that this is an emergency. If a late takeoff occurs, the flight time must be adjusted so the aircraft is returned and serviced by the next scheduled time. The pilot should land at least 15 minutes prior to the end of the scheduled period in order to complete post flight duties prior to the beginning of the next scheduled period. Should a departure delay occur, the member must still plan to return the aircraft on time unless

arrangements are made with the next member scheduled to use the aircraft or an exception is made by the manager. Additional charges may be levied on any member who is late returning an aircraft for reasons under his/ her control. Members who return an aircraft late due to poor planning may be penalized by the SAC manager for a sum of money equal too one-half the lost aircraft revenue plus all of the scheduled instructor's time. This determination will be made based upon the manager's evaluation of the probability that the aircraft or instructor would have been used by another member as well as any time spent by the instructor preparing for the lesson. **Late returns for safety of flight reasons will not be penalized.**

1. j. Aircraft/Instruction Rates.

1. Aircraft/Instructor rates are established by the Aero Club Manager with Non-Appropriated Fund Council approval and posted in the dispatch area. Prices may change without notice.
2. The Hobbs meter is the primary instrument used for billing purposes. Should a discrepancy exist between the actual Hobbs meter reading observed during preflight and the time annotated in the aircraft dispatch log, the pilot must immediately bring it to the attention of the Manager or Dispatcher, as appropriate, **prior to starting the engine**. If after completion of a flight, **any part of the next higher number is visible the higher number will be recorded.**
3. In the event the Hobbs meter fails in flight a tachometer conversion will be used to compute flight time. Multiply tachometer time by 1.2 to calculate Hobbs time.
4. Payments for aircraft rental, instructor fees, and any publications, charts or equipment are payable at the time the goods or services are delivered.
 - a. Cash, checks, credit cards (Visa, MasterCard) are accepted for payment.
 - b. The member will prepare a sales receipt for each financial transaction, leave the office 1 and accounting copies in the payment box and retain a customer copy.
 - c. The minimum daily use rates for aircraft remaining away from Scott AFB Aero Club are as follows:
 - 1). Two hours of flight time for any part of each day the aircraft remains away from Scott Aero Club from Monday through Thursday.
 - 2). Three hours of flight time for any part of each day the aircraft remains away from Scott Aero Club on Friday, Saturday, Sunday, or a holiday.
 - 3). Pilots will not be charged for delays in returning the aircraft that are entirely attributable to weather conditions. In the event the pilot elects to return by other means, the transportation and billeting costs of the ferry pilot, fuel, oil, storage and tie down fees of the aircraft are solely the financial responsibility of the member who signed out the aircraft. None of the above expenses are reimbursable.
 4. Members are eligible to participate in the Aero Club Block Payment Program. In order to participate you must purchase 10 hrs of flight time in a particular aircraft, to receive a discount of 10%. Some aircrafts may not be part of the block program.

- a. If the member request refund of any parts of the remaining balance each prior flight flown where funds was take from your block account, the previous flights will be charged at the normal rate with a additional 10% refund processing fee.
- b. If the member goes over his block account balance creating a negative balance they will be charged at the normal aircraft rate for that flight.
- c. Money must be in your block account, prior to your flight.
- d. Refund is authorized only for legitimate reasons with manager approval.

1. k. Miscellaneous fees and expenses.

1. At the time of application, new members will be assessed an initiation fee of \$25 to cover the administrative costs associated with establishing the new account IAW AFM 34-232. Initiation fees will be waived if the individual presents a Letter of Good Standing from their previous Military Aero Club.
2. Members will be assessed a monthly membership fee of \$26 to help pay the SAC operating costs.
 - a. Members joining will be assessed monthly dues. If member has an aircraft tie down at the aero club the tie down fee will be assessed also. Families with more than one member in the immediate family may designate one of them as a primary member. This person will be assessed a \$26 monthly fee while the additional family members will be assessed a \$6 monthly fee. Dues will be charged to a members' credit card once a month or payment can be made No Later Than the 1st business day of the month or dues paid in advance.
 - c. Regardless of the payment method a member chooses, they agree to provide a valid credit card number with authorization to charge monthly dues. If the credit card should reject for any reason there will be a \$5.00 fee to re-process the transaction.
3. Landing, tie down, and storage expenses incurred off-station are the responsibility of the member, except when pilot hangars and aircraft due to high winds or other natural hazards. In this case, the pilot will be reimbursed the difference between hangar costs and normal tie down costs. To be reimbursed, the pilot must provide a receipt that indicates the hangar fees paid, the normal tie down fee, and circumstances that necessitated the use of a hangar. The aero club does not reimburse for any taxes paid.
4. Due to budget constraints, the SAC can only reimburse members for fuel costs at the current SAC price. Pilots are responsible for the difference between the SAC price and the price for fuel at other locations. Pilots must attach fuel receipts to charge tickets or provide them to the manager in some other way to receive an adjustment to their account. Members who purchase fuel while on a cross country and the fuel cost is less than the aero club going rate the member will only reimbursed for the purchase.

5. The SAC will arrange payment for or reimburse a member for the cost of repairs made to SAC aircraft while off station as follows.

a. SAC members may authorize repairs costing up to \$100. Repair estimates exceeding \$100 must be approved in advance by the Club Manager or in the manager absence the Community Support Flight Chief.

b. Storage or parking fees incurred, as a result of maintenance delay will be reimbursed by the SAC.

c. Should a delay be incurred due to mechanical difficulties, the SAC will pay for the transportation of the part and maintenance personnel to repair the airplane and provide transportation back to Scott AFB if convenient. Members will be expected to pay for the eventual return flight of the rented aircraft. The aero club will not pay for meals or lodging expenses. Exceptions to this policy may be submitted to the SAC manager for review

6. Disputed charges will be brought to the attention of the SAC Manager for resolution. In the event a member does not feel the Scott Aero Club Managers' resolution is appropriate, he or she may petition the 375 FSS Community Support Flight Chief will make a final determination within 30 days of receipt of the written petition.

1.1. Annual Records Review.

1. Once a year Training Folders will be reviewed.

a. The SAC Manager, Chief Instructor or Instructors in conjunction with the members' Annual Standardization Flight.

b. Reviews will ensure all required currency items and required information is current and documented in the appropriate record.

2. Any overdue check rides or questionnaires must be accomplished and documented to the appropriate record before members are released to normal flight status.

3. Prior to any flight every member and instructor must ensure his/her file has undergone a record review in the past 12 calendar months.

Chapter 2

PILOT CURRENCY REQUIREMENTS

2.a. Applicability. All SAC pilots will comply with the currency requirements specified in 14 CFR Part 61, “Recent flight experience: Pilot in command”, AFM 34-232, Chapter 3, “Pilot currency”, and the provisions of this chapter. This SOP is not intended to supersede any regulation or directive issued by competent authority, except where more restrictive.

2.b. General. The pilot currency directives in AFM 34-232, paragraph 3.12.3 are clarified as follows:

1. If a pilot does not accomplish three takeoffs and landings within the time period specified (less than 200 hours: 60 days in make and model; at least more than 200 hours: 90 days in category and class) that pilot is non-current in that type aircraft and may not act as pilot in command.
2. Regardless of experience level, no one may act as pilot in command of an aero club airplane if they have not made at least three takeoffs and landings in that make and model within the preceding 180 days.
3. Once currency has expired, member must accomplish a currency check ride again and a closed book exam for the make and model aircraft. .
4. The 14 CFR Part 61 night and instrument currency requirements remain unaffected by AFM 34-232 and may be accomplished as specified with a club instructor or instrument instructor.

2. c. High Performance Aircraft. In addition to the currency requirements specified in AFM 34-232, Chapter 3, any pilot wishing to fly the PA-44 (Seminole) or any high performance aircraft the aero club may have in its fleet must make three takeoffs and landings in make and model within the preceding 90 days regardless of experience level.

Chapter 3

OPERATIONAL RESTRICTIONS AND LOCAL AREA PROCEDURES

3. a. Applicability. All members are required to comply with the provisions of all publications issued by competent authority pertaining to the flight operations being conducted. These regulations include, but are not limited to Federal Aviation Regulations, the Aeronautical Information Manual, Flight Information Publications, AFI 34-217, AFM 34-232 and this SOP. This SOP is not intended to supersede any regulation or directive issued by competent authority, except where more restrictive. Additional guidance for students is located in Chapter 4 of this document.

3. b. Restrictions and Requirements. SAC aircraft will not be loaned, leased, or used by non-club members, except for a prospective buyer of a club aircraft, an approved aircraft mechanic, an FAA or FAA Designated Examiner, or an individual granted a one-flight temporary membership by the SAC Manager. Any individual granted such status for the purpose of assessing his or her interest in regular membership may rent a club aircraft and instructor at normal rates without paying the initiation fee and initial monthly dues.

1. Pilots are responsible for complying with the guidance published in the SAC Pilot Information File (PIF).
2. The Pilot in Command (PIC) is responsible for final determination of the aircraft airworthiness and must ensure all inspections are current.
3. In addition to the restrictions listed in AFM 34-232, the following uses of SAC aircraft are not authorized:
 - a. Participation in aerial displays.
 - b. Unauthorized modification or tampering with aircraft components or records.

3.c Dispatching Program. All aircraft will be dispatched through the Flight Training Center Dispatch Program and will be used as a Clearing Authority.

1. When dispatching your aircraft you will receive a dispatching slip.
2. Half of the slip (Pilot Slip) is for the pilot and the other half (Dispatch Slip) will be signed by the PIC and left in the dispatch book slot.
3. Member must also leave a copy of his weight and balance calculation with dispatch and weather slip.
4. If a message appears on the screen that states **“YOU ARE NOT CURRENT”** you cannot fly.
5. Currency information can only be entered in the program by the Manager, Clerks and Instructors.
6. In the event of a power failure or the Flight Training Center program being down for an extended period of time (more than one hour). Only the Chief Instructor or Instructors may act as clearing authorities. If the person being cleared is a student of another instructor follow the procedures outlined in Chapter 4 paragraph 4.c. All other members/students must follow the

Flight Clearance Form and contact the Manager or an Instructor certified by the Scott Aero Club to be cleared for flight. If a member does not follow the procedure set forth in these standard operating procedures the Aero Club reserves the right to immediately revoke membership to the pilot command of the aircraft and any other member that accompanied that member during the flight.

7. After the power outage of Flight Training Center program is brought back online the SOF/Instructor/Staff will enter all missed flights into the Flight Training Center Program. Until all flights are entered into the system the members and student training must use the Flight Clearance Form.

8. All flights both local and cross country will be logged in on the Scott AFB Flight Training Center Local Cross Country VFR/IFR Log Sheet in the Flight Planning Room.

3.d. Student Clearance Procedures. The student's instructor or a designated flight instructor who has flown with that student must clear all private student flights. See Chapter 4 for additional restrictions and procedures for private, instrument, and commercial students.

3.e. Lost Communication Guidance. The following guidance does not constitute authority to deviate from an ATC clearance nor is it intended to interfere with the pilot's responsibility for final authority as to the operation of the aircraft. It is intended to supplement existing regulations contained in FAR Part 91.185, and guidance located in the AIM, Chapter 6, Section 4, for the purpose of assisting the pilot to select an appropriate course of action when confronted with two-way radio communication failure.

1. Set transponder to code 7600.
2. When conducting flight under Instrument Flight Rules, the pilot must comply with the route of flight and altitude requirements of 14 CFR 91.185 when experiencing lost communications. If the pilot is in VMC, or reaches VMC, and can remain so, he should remain VFR and land when practical at a suitable location. This does not mean as soon as possible. This is a judgment call on the pilot's part.
3. When conducting flight under Visual Flight Rules remain in VMC and land when practical. Unless circumstances require otherwise, avoid flight into heavy traffic areas that normally require extensive two-way radio communications, such as St Louis-Lambert International Airport.
 - a. Turn on all exterior lights.
 - b. Observe the traffic flow as you approach the selected airport. If necessary, over fly the airport at an altitude 500-ft above the highest traffic pattern.
 - c. Enter the traffic pattern at a 45-degree entry to downwind at the traffic pattern altitude in the direction of traffic flow (normally to the left at a non-tower field).
 - d. Rock the aircraft's wings on downwind, base, and final while observing the tower for light signals (assuming a tower-controlled airport). At night, flash the landing lights on and off instead of rocking the wings. Comply with the light signals as published in 14 CFR Part 91.125.
 - e. Land and call the aero club for guidance on obtaining radio maintenance.

3.f. Lost and Alternate Airfield Guidance. The following guidance does not constitute authority to deviate from an ATC clearance nor is it intended to interfere with the pilot's responsibility for or final authority as to the operation of the aircraft. It is intended to supplement existing regulations contained in 14 CFR Part 91, and guidance located in the AIM, Chapter 6 and the Flight Training Handbook, Chapter 12, for the purpose of assisting the pilot to select an appropriate course of action.

1. Perform a VOR position check as follows:
 - a. Find a prominent landmark and remain in sight of it while performing the position check.
 - b. Tune and identify a VOR station you believe is within range of your approximate position.
 - c. Turn the Omni Bearing Selector (OBS) until the course deviation needle is centered with a "From" indication. Read the VOR radial under the index near the top of the instrument. This is your radial from the station.
 - d. Draw this radial on your sectional chart using a straight edge from the center of the VOR depiction on the chart through the appropriate radial on the compass rose that surrounds the VOR depiction. You are somewhere on this radial.
 - e. Repeat the preceding steps using another VOR you feel might be in range of your aircraft. Your approximate position is the intersection of these two lines.
 - f. With your approximate position now known, try to identify the prominent landmark you have been circling or other landmark to determine your exact position.
2. Contact an ATC facility, and ask for assistance in determining your position and an approximate heading to your next checkpoint or destination.
 - a. Obtain from your sectional chart the frequency of an ATC facility you think might be able to hear your transmission or use emergency frequency 121.5.
 - b. Advise the controller you are disoriented and ask for assistance in determining your position.
 - c. Set and "ident" your transponder as instructed by the controller. If they pick you up on radar they will advise you of your position. You may ask for an approximate heading to your next checkpoint or destination. Important: The heading they give you will not compensate for winds.
3. Contact a Flight Service Station (FSS), and request a DF (Direction Finding) position check and heading.
 - a. Obtain from your sectional chart the frequency of a FSS facility you think might be able to hear your transmission. If contact is unsuccessful on a normal frequency, use emergency frequency 121.5.
 - b. Advise the attendant you are disoriented and ask for assistance in determining your position.

c. Set your radio frequency and transmit as they instruct you to do. If they can hear you, they should be able to get a fix on your radio transmissions and determine your approximate position. They may also talk you through a VOR position cross check or call an ATC facility in to assist. Comply with their instructions.

4. Upon returning home, consider the reasons you became disorientated. It is recommended that you discuss the circumstances with a flight instructor.

3.g. Weather Recall and Aircraft Evacuation Procedures. This guidance is intended to assist the pilot to select an appropriate course of action when severe weather threatens safety of flight.

1. In the event the Manager, Chief Flight Instructor or Supervisor of Flight/Clerk determines SAC local flying should be discontinued due to weather, a weather recall will be initiated on Scott Ground Control, Tower and St. Louis Approach Control frequencies.

2. Should a weather recall be initiated, pilots in the local area should terminate their local flights and return to Scott AFB as quickly as safety permits unless directed to take the aircraft to another location.

3. Should severe weather threaten SAC assets, the Manager, Chief Flight Instructor or Supervisor of Flight/Clerk will ensure as many assets as possible are enclosed in our hangar or coordinate to use the CE hangar. If forecast weather is severe enough to threaten the hangars, or if there is insufficient hangar space for the aircraft, one of the aforementioned personnel will coordinate evacuation to a safe haven, safety permitting.

4. SAC flights will be discontinued in the local area when the wind chill factor reaches minus 30 degrees Fahrenheit or colder or when the heat index reaches 120 degrees Fahrenheit or more.

3.h. Local Flying Area. The local training area is depicted on a chart displayed in the aero club near the flight-planning desk and appendix of this SOP. The local flying area is an area within 50 NM from Scott AFB, and is also depicted on a chart near the flight-planning desk and Attachment 2 of this document. **TOUCH AND GO'S ARE NOT PERMITTED IN THE COMPLEX AIRPLANES**

1. All public use airports located within the local flying area are approved for use.

2. Only the following airports are approved for practice landings.

a. Scott AFB (BLV)

e. Centralia (ENL)

b. Sparta (SAR)

f. Spirit of St Louis (SUS)

c. St Louis Downtown Parks (CPS)

g. St Louis Regional (ALN)

d. Southern Illinois Carbondale (MDH)

h. Williamson County Regional (MWA)

3. Scott AFB local traffic procedures.

a. Call ground control prior to taxi on the aero club ramp and be prepared to give them your intentions and direction of flight if departing the pattern

b. The Scott traffic pattern altitude is 1500 feet MSL. Do not exceed this altitude in the pattern or following takeoff while still in the Class D Airspace without tower authorization due to possible jet traffic at 2000 feet MSL. Call the tower prior to entering Class D Airspace and provide your location and altitude, if not at 1500 feet MSL. When entering the Class D Airspace, it is permissible to be descending to the pattern altitude, but be vigilant for other traffic and be at 1500 feet MSL prior to entering the pattern. While flying in the traffic pattern, fly the ground track depicted in the Flight Planning Room and Aircraft Dispatch Book to avoid flying over the buildings.

c. Entry and departure procedures are standard IAW the AIM for a tower-controlled airport except if you are planning to depart the pattern in the direction opposite that of your takeoff. In this case, plan to fly the pattern ground track and depart from the downwind leg. Do not cross the arrival corridor while still in Class D Airspace without tower authorization due to possible high-speed traffic on final.

3.i. Required Equipment. Aero club members operating over mountainous or desolate terrain or over open bodies of water will have additional life support/survival equipment onboard as appropriate. This equipment may be arranged for by calling the Aircrew Life Support Office, building 506, at extension 256-4100, from 0730 to 1600 on Monday through Friday. These arrangements must be made at least 24 hours prior to picking up the equipment from Life Support.

1. For operations over mountainous or desolate terrain, a personal distress kit may be issued without a pyrotechnic device. For operations over open bodies of water, a personal distress kit, without a pyrotechnic device, and life preservers for each person in the aircraft may be issued. A personal distress kit contains the following items:

- | | |
|------------------|---------------------|
| a. Compass | f. Knife |
| b. First Aid Kit | g. Radio |
| c. Strobe Light | h. Water Bag |
| d. Whistle | i. Match Containers |
| e. Mirror | |

2. Life Support Personnel will brief the pilot on the use of each piece of equipment and issue it on an AF Form 1297, Hand Receipt. The pilot will be held liable for any losses or damage to this equipment and must return it to Life Support immediately after the flight.

3.j. Aircraft Checkouts. Checkouts in SAC aircraft will be conducted and documented as specified in AFM 34-232, Chapter 3. Specific checkout profiles will be at the discretion of the instructor pilot but the appropriate AF Form 1584 must be used as a guide. AFM 34-232, 3.14 requires a minimum of one-hour flight time acceptable time logged for an aircraft checkout.

3.k. Mountain Flying Training. There are no mountainous flying areas in the vicinity of Scott AFB to conduct mountain training. Pilots planning to fly to mountainous areas must either view the Mountain Flying video tape or receive a briefing from a SAC instructor pilot which shall include discussions of the following:

1. Effects of density altitude on aircraft performance.

2. Winds, turbulence and weather associated with mountain flying.
3. Physiological effects of mountain flying including AIM paragraph 8-1-2.
4. Oxygen requirements of 14 CFR 91.211.
5. AIM guidance provided in paragraphs 5-1-8 and 7-5-5.
6. Special equipment required IAW paragraph 3.h. of this SOP.

Following completion of this training, the instructor will annotate the member’s training folder with the following: “Mountain flying training complete IAW SAC SOP paragraph” then sign and date the endorsement.

3.l. Runway Incursion Avoidance Training. St Louis Flight Standards District Office issued a letter to mandate Runway Incursion Avoidance training in all training and operations.

1. All individuals who are currently in training for a certificate or rating will complete Runway Incursion Avoidance Training.
2. In addition we are requiring all members to make themselves familiar with Advisory Circular 91-73 Titled “Part 91 and Part 135 Single-Pilot Procedures during Taxi Operations which provides the primary guidelines to help eliminate incursions.

3 m. Fire Extinguisher Training. All aero club members are required to review the fire extinguisher training annually. The training may also be obtained by attending a demonstration of the equipment by the fire department personnel or, under extenuating circumstances, receiving the instruction from a flight instructor. A member is permitted to fly only for their first flight in a SAC aircraft without receiving this training. No subsequent flights may be made; even with a flight instructor, until the member receives the required training and his/her record is updated in the Flight Training Program.

3.n. Engine Pre-heater Training. If the outside air temperature is 40 degrees Fahrenheit or less, SAC aircraft will be preheated prior to start. Engine pre-heater training is conducted primarily through the use of a training video kept in the aero club. The training may also be obtained by attending a demonstration of the equipment by qualified SAC personnel or, under extenuating circumstances, receiving the instruction from a flight instructor. This training should be accomplished prior to the winter flying season each year and be documented in the Flight Training Center program

3.o. Flight Restrictions. The following flight restrictions apply to SAC pilots and airplanes:

1. Weather Minimums

<u>(sm)</u>	<u>Ceiling (AGL) and Visibility</u>
Traffic Pattern	1500/3
Ground Reference Maneuvers	1500/3
Other VFR Maneuvers	2500/3
VFR Cross country (Day)	2000/4
Night VFR (Local)	2500/5

2. The maximum crosswind component is the aircraft manufacturer’s maximum demonstrated crosswind component. Maximum wind velocity from any direction is 30 knots. Pilot’s with less than 100 flight hours are limited to a cross wind component of 10 kts. Member who wishes to increase minimum must demonstrate proficiency with an aero club instructor.

3. Thunderstorm Operations.

a. Local. All pilots are restricted to an area within 10 NM of Scott AFB when a thunderstorm is reported within 25 NM of Scott AFB. All SAC pilots will land when a thunderstorm is reported within 3 NM of Scott AFB.

b. Cross-country. Cross-country flight operations will not be conducted within 25 NM of current or forecast thunderstorms.

4. Maximum Winds at Cruise Altitude:

- C-152.....30 knots
- C-172, PA-28, Symphony 160.....40 knots
- PA-44,.....45 knots

5. Runway Condition Report (RCR). RCR is a braking action charted number. USAF has established RCR procedures for determining the average deceleration readings of runways under conditions of water, slush, ice, or snow. USAF facilities furnish RCR information at airports serving USAF and ANG aircraft. SAC flights should receive an RCR. The standards are as follows:

RCR	Equivalent Braking Action	Limitations
02 to 05	Nil	No Operations Including Taxi
06 to 12	Poor	No Takeoffs or Landings
13 to 18	Fair or Medium	Takeoffs and Landings Prohibited if Crosswind is Greater than 10 Knots and Runway is Less than 100 feet wide
19 to 25	Good	No Restrictions

3.p. Checklists. Each aircraft operated by SAC is provided with a checklist that covers all phases of normal flight operations and emergencies. A POH containing all checklists for all ground and flight operations day or night, VFR or IFR is provided in each aircraft. Both instructors and students are expected to be familiar with the checklists for the aircraft they are flying and adhere to them. Emergency items are outlined in RED.

3.q. Engine Start. Engine starting of all SAC aircraft shall be in accordance with the appropriate checklist, established procedures, and the following general precautions. Move the aircraft if parked in any of the spots near the hangar to preclude damage to vehicles traveling on the road behind these spots. Do not start an aircraft engine within 50 feet of the SAC hangar or fuel pump. If the OAT 40 degrees Fahrenheit or less, SAC aircraft will be preheated prior to start

at Scott AFB. When starting at other locations, make a reasonable attempt to preheat the engine using appropriate equipment.

1. Engine Start Procedures

- a. A qualified flight instructor must be on board the aircraft during all pre-solo engine starts.
- b. Aircraft engines will not be started in the tie down areas closest to the road. Move the aircraft from the tie down area a safe distance and make sure the propeller blast does not strike people or vehicles in the parking lot. If the aircraft is in a tie down spot near the hanger or fuel pumps, make sure the aircraft is a safe distance away before starting.
- c. Aircraft engines may not be started for the purpose of flight until a preflight inspection has been performed. An approved checklist must be used for all phases of aircraft operations including preflight and engine starting procedures.
- d. On the preflight inspection make sure that the engine starting area is free of objects and debris.
- e. Before engaging the starter, ensure that the rotating beacon is on, brakes held and an audible "CLEAR" is announced.
- f. Hand propping of any aircraft is **prohibited**.

3. Taxi Procedures. When taxiing from the Scott Aero Club, you must always hold short of the hold line on taxiway Hotel until tower clears you onto the runway regardless of the runway in use. While taxiing at Scott, or any other runway, avoid running over the embedded runway lights, taxi over raised cables at minimum speed with the elevator in the full aft position and avoid cables raised over three inches altogether.

1. Taxi speeds should be no faster than a moderate walk. Aircraft is to follow yellow taxi lines except for the purpose of clearing obstacles, vehicles or other aircraft.
2. Correct control surface position with respect to the wind direction and recommended safe speed must be maintained during taxi.
3. Use minimum braking for control during taxi.
4. Use extreme caution when taxiing in vicinity of large aircraft. Maintain 500 feet distance behind large aircraft to avoid jet blast.
5. Under no circumstances are SAC aircraft to be taxied in or out of the hangar.
6. All Pre-Takeoff Run Ups are to be conducted after taxi to the hold short point of the runway of intended departure. Run-ups on the Aero Club ramp are not authorized. This procedure will help eliminate the possibility of an attempted takeoff with an undetected fouled spark plug, which developed during the taxi process.

3.s. Flight Planning. No SAC pilot may takeoff from any airport in a club aircraft, without an appropriate flight plan on file.

1. For a flight planned in the local flying area, with no full-stop landings planned at any other airport, the pilot will complete the local flight log at the SAC flight planning desk and

telephone the information to base operations. Before each flight, the pilot will receive a Standard Weather, briefing from DUATS, the Base Weather Squadron, or the local FSS (1-800-WX-BRIEF). ATIS cannot be used as the only source of weather information for a local flight. The pilot will attach to the Dispatch sheet weather information, which is written on another sheet of paper.

2. For a flight planned from Scott AFB to an area outside the local flying area, a flight planned inside the local flying area with a full stop planned at another airport, or a flight planned under Instrument Flight Rules (IFR), the pilot will file a flight plan as follows:

a. A FAA Flight Plan Form or DD Form 175, Military Flight Plan, must be filed with base operations. This may either be done in person or it may be completed at the aero club and faxed to base operations at extension 256-6718. The pilot will then telephone base operations using the aero club direct line or extension 256-1861 to confirm receipt and accuracy acceptance of the form. The pilot will then coordinate any changes necessary with the operations representative.

b. Before each flight, the pilot will obtain a Standard Weather Briefing. This briefing can be done by DUATS, the Base Weather Squadron, or the local FSS. (1-800-WX-BRIEF). The pilot will attach a copy of this briefing to the dispatch slip of the Flight Training Center program.

3. For a flight planned from a location other than Scott AFB, the pilot will obtain a weather briefing and file an appropriate flight plan with a Flight Service Station utilizing the recommended practices contained in the Aeronautical Information Manual.

3.t. Fuel Reserves.

1. Pilots **SHALL NOT BEGIN A FLIGHT UNLESS THERE IS SUFFICIENT FUEL TO COMPLETE** the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.

2. For flight-planning purposes, the PIC shall calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater.

3.u. Avoidance of Other Aircraft in Flight and on the Ground

1. Pilots must exercise continuous traffic surveillance both in flight and on the ground. Before initiating each maneuver, clearing turns must be executed to ensure that the area is free of conflicting traffic.

2. The right of way rules of 14 CFR 91.111, 91.113, and 91.123, shall be observed at all times. However, when in doubt as to the actions of other aircraft **DO NOT HESITATE TO GIVE WAY.**

3. be particularly vigilant when flying in the vicinity of navigational aids such as Troy VOR and non-controlled airports. Ensure all traffic pattern entries and traffic patterns at non-controlled airports are in accordance with the procedures outlined in the Aeronautical Information Manual (AIM).

4. Maintain a listening watch on the appropriate communications frequency for traffic activity. Make use of radar advisory services and flight following where available.

3.v. Minimum Altitude and Simulated Emergency Landing Limitations

1. All minimum safe altitude limitations must comply with FAR 91.119.
2. Emergency landing practice shall not be conducted over any congested area of a city, town or people. Un-congested areas, a practice emergency landing shall not descend to such an altitude that it will put the aircraft closer than 500' to any person, vessel, vehicle or structure. Unless the emergency landing practice is to an approved airport with open runways, the aircraft shall not be allowed to descend below 500' AGL.

3.w. Hijacking. The following guidance is provided in the event someone demanding unauthorized access to a SAC aircraft approaches a SAC member.

1. the most probable time a hijacking attempt will be made is during preparations for departure. If you observe a suspicious individual in the area during your preflight, delay your preparations and contact the local authorities to determine this person's identity and intentions. At Scott AFB, notify the Scott AFB Command Post at extension 256-5891.
2. If an individual approaches you demanding unauthorized access to an aircraft, attempt to resist or dissuade them only if you believe you can do so without risking injury to yourself or your passengers. If the individual displays a weapon or states they have one, give them the keys to the aircraft and walk away if they permit you to do so. **No SAC asset is worth risking injury or death.**
3. If an individual demands that you fly them somewhere, realize this is an extremely dangerous situation you must avoid if at all possible. Try to convince them you cannot do it. Suggested arguments include but are not limited to:
 - a. Tell them you are not the pilot and that the pilot should be arriving at any moment.
 - b. Tell them you are a student pilot and your instructor is running late but you expect him or her at any moment.
 - c. Tell them there is a problem with the aircraft, it is not flyable, and you have already notified the mechanic who is on the way.
 - d. Tell them the plane needs fuel.
4. If you find yourself piloting a hijacker anyway, remember to select transponder code 7500 and use the word "Trip" in your radio communication to ATC. Note: This code word is supposed to be known by all ATC controllers, but may actually only be recognized by a military tower or approach control.
5. Any SAC member detecting a hijack attempt or any attempt to move a SAC asset without authorization will ensure it is immediately reported to the appropriate local authorities. At Scott AFB, notify the Scott AFB Command Post at extension 256-5891. When circumstances permit, also notify the SAC Manager, and the Chief Flight Instructor, or the Operations Officer. Be prepared to provide the following information:
 - a. Your name and the time of the incident.

- b. A description of the suspect(s) involved.
- c. A description of the weapon(s) involved, if any.
- d. A description and location of the aircraft involved including tail number.
- e. Information on hostages taken, if any.
- f. The general circumstances surrounding the incident.

3.x. Foreign Object Damage (FOD). All SAC members must assist in the prevention of FOD. If debris is observed on or near the ramp, **pick it up and dispose of it in the nearest trash container.** If debris is observed beyond the SAC ramp area, report it to the tower immediately. All SAC pilots are responsible for cleaning the cabins of aircraft they use and may be assessed a \$10 cleaning fee if someone else has to do it.

3.y. Ground Handling, Parking and Securing of Aircraft. The following procedures apply to anyone operating Scott Aero Club or privately owned aircraft.

1. Ground Handling. Scott Aero Club aircraft will be moved **only with the use of a tow bar.**
2. Parking. After each flight, the PIC will park the aircraft in a designated parking spot unless previous arrangements have been made. The aircraft will be parked in the hangar as space is available if severe weather is imminent or forecasted.
3. Securing Procedure (on ramp):
 - a. Remove tow bar.
 - b. Chock both main wheels.
 - c. Tie down both wings.
 - d. Attach grounding wire (For aircraft that are tied down with ropes.)
 - e. Install control lock.
 - f. Install Pitot tube cover.
 - g. Latch and close windows.
 - h. Close and lock doors.
4. Securing Procedure (in hangar):
 - a. Remove tow bar.
 - b. Chock both wheels.
 - c. Attach grounding wire if necessary.
 - d. Install control lock.
 - e. Install pitot tube cover.

5. Propeller Blast. It is the responsibility of the pilot to ensure that propeller blast is not directed at the hangar or other aircraft.

6. Hangaring and Unhangaring Aircraft. A **minimum** of two people will be used to hangar or unhangar aircraft. .

7. Parking Directly In Front Of the SAC Hangar. Aircraft may be parked in the position directly in front of the hangar; however, the aircraft will be moved from that position prior to starting the engine.

3.z. Aircraft Servicing. When servicing SAC aircraft, ensure the type of fuel and oil is compatible with the operating manual and the oil already in use by the SAC. SAC aircraft refueling procedures are specified in AFM 34-232, chapter 3. Refuel most SAC aircraft to a level one inch from the top to preclude fuel venting onto the ground.

1. Fuel Samples. SAC members will not pour fuel samples onto the ground at Scott AFB. A brown metal trashcan containing reusable plastic cups and a five-gallon container are located near the fuel pumps. Pour samples into one of the cups and then transfer them into the five-gallon can. These samples are eventually returned to the main fuel tanks where the impurities are filtered out and the fuel used. This process saves the SAC many gallons of fuel each year and reduces contamination of the ground.

2. Fuel Spills. Should a quantity of fuel, other than a very small quantity such as a fuel sample, be spilled onto the ramp refer to the fuel spill procedures located in Chapter 5 of this document.

3. Towing. When moving a SAC aircraft, use the tow bar unless pulling it forward a short distance. When moving a SAC aircraft into or out of the hangar use the tow bar and at least two people at all times to ensure clearance from other aircraft or objects. Only personnel who are trained and have an endorsement in the ADP System operate the hangar door.

4. Post flight. Following each flight, SAC members will conduct a post-flight inspection of the aircraft and annotate any discrepancies on the AFTO Form 781A in the dispatch book. Secure the aircraft in accordance with the checklist.

5. Refueling Aircraft after Flight. After each flight returning to Scott AFB, SAC aircraft will be refueled and ready for use by the next member. Cessna C-152s will have 10 gallons in each tank, and the Cessna C-172N/Symphony 160 (will be fully fueled in each tank, C172R will be filled to the bottom of the filler neck and the Piper PA-28 will be fueled at least to the tabs in each tank, and the PA-44 will be fueled to 40 gallons in each tank. After finishing their flight, members will not leave aircraft with less than this amount of fuel.

3.a. Aircraft Discrepancies. See Chapter 6 Maintenance Procedures for specific guidance on discrepancy procedures.

3.b. Remaining Overnight (RON). When remaining overnight at another location, secure the aircraft as specified in the aircraft checklist and ensure the SAC knows how to reach you if necessary. If the RON is due to mechanical failure, contact the SAC manager and follow the guidance in the dispatch book.

Chapter 4

STUDENT PILOT PROCEDURES

4.a. Applicability. All SAC students (Private, Instrument, Commercial, IFT, and NIFT) will comply with procedures and restrictions.

4.b. General. In accordance with AFM 34-232, aero club managers shall use a ground school and flight training curriculum certificated by the FAA under 14 CFR Part 141 for training leading to the issuance of a Private, Commercial, or Instrument Certificate. All other flight and ground training courses not certificated under 14 CFR Part 141 must be approved by HQ AFSVA/SVPAR before implementation.

1. Safety. Safety in all phases of operations is the number one consideration of the SAC. These additional policies and procedures are to ensure the safety of all students and employees of SAC. All students will be required to follow these additional SOP items in order to guarantee the safest environment possible, both on the ground and in the air. Intentional violations of any parts of the SOP will not be tolerated and SAC management reserves the right to restrict the use of equipment to any member who does not comply with the SOP. All flights will be dispatched under the following guidelines:

2. Practice Areas. A map depicting the SAC VFR practice area is posted in the flight planning room. All local solo practice will be conducted within this designated area 22 NM by 18 NM centered 20 NM south of Scott AFB, IL.

3. Stage Checks. Stage checks are specified in each training syllabus. The instructor will determine when the student is ready for a stage check and advise the student. The instructor will then make arrangements for the check with either the Chief Flight Instructor or designated representative (with concurrence of the Chief Flight Instructor) when practical. SAC students will accomplish the stage check prior to their initial solo.

4. Training Folders. All instruction conducted in accordance with a training folder must be documented and graded as indicated in the syllabus and AFMAN 34-232. Following each dual lesson, the instructor will place the folder and student's log book in the Chief Flight Instructor's box for review. A student solo flight lesson will be completed, but not graded, by the student who will then place the folder in the instructor's box for review. The Chief Flight Instructor reviews student's records after each flight.

5. Written Examinations. Prior to solo flight, each student pilot must complete the Standardization, Aircraft, and Student Pilot Pre-Solo written examinations. A student who has not completed the FAA Private Pilot written exam must also complete the SAC Student Pilot cross-country Exam prior to the first solo cross-country

6. Redispatch Procedures. Unplanned landings at airports other than the students originally planned route must be reported to the school immediately. The student cannot be released to continue the flight until an appropriately certified flight instructor can review the situation.

7. IFS and NIFS Program. The Air Force has directed the implementation of the Introductory Flight Screening (IFS) program. This program is designed to give flying experience to those Air Force pilot candidates who do not possess a private pilot certificate.

The purpose of this program is to increase the success rate of Air Force officers entering pilot training. Pilot candidates will receive ground school and up to 50 hours of flying time from a flight instruction program operating in accordance with Part 61 or Part 141. Flight instruction may be provided by local flight schools or military aero clubs.

8. Navigator Introductory Flight Screening (NIFS). NIFS is a course designed to give USAF navigator training candidates the opportunity to experience flight prior to beginning undergraduate navigator training. The goal is to expose the student to aviation and navigation concepts to increase their aviation situational awareness while providing elementary training in those skills desired of a USAF navigator. The student should be exposed to analyzing navigation data, both visual and instrument, to determine present position, estimated time of arrival, and corrections of heading to maintain course. Students will take the FAA Private Pilot written knowledge test to complete this element of training. Flight training consists of 13 lessons, 20 hours with ½-hour for briefing and ½-hour for debriefing.

4.c. Private Pilot Students. The following section applies specifically to those students enrolled in private pilot flight training.

1. Flight Dispatching. Training flights will be dispatched according to the procedures in Chapter 3, paragraph 3.c. In addition, student pilots will only be cleared for solo flight by their primary Flight Instructor. Another instructor can clear a student pilot for solo flight if the instructor has flown with the student, and has been authorized by the primary flight instructor to clear the student for solo flight. The following procedures are **not** authorized for student pilots when flying solo:

- a. Night flight.
- b. Touch and goes (All landings must be full stop or full stop and go)
- c. Emergency landing practice.

2. Flight Restrictions. The following flight restrictions apply to SAC student pilots and airplanes.

- a. Weather Minimums:

	DUAL		SOLO	
	Ceiling (AGL)	Visibility (sm)	Ceiling (AGL)	Visibility (sm)
Traffic Pattern	1500	3	1500	3
Ground Reference Maneuvers	1500	3	1500	3
Other VFR Maneuvers	2500	3	2500	3
VFR Cross County (Day)	2000	4	2000	5
Night VFR (Local)	2500	5	Not Permitted	

b. Wind Components:

	Dual	Solo
Crosswind Component (knots)	Manufacturer's Maximum Demonstrated	10
Maximum Wind from any Direction (knots)	30	20

c. Maximum winds at cruise altitude:

C-152.....30 knots

C-172, PA-28, SA 16040 knots

d. SAC student pilots are restricted to the Scott AFB Traffic Pattern when a thunderstorm is reported within 25 NM of Scott AFB. All SAC student pilots will land when a thunderstorm is reported within 3 NM of Scott AFB.

e. SAC student pilots must plan to return to SAFB no later than one hour before official sunset from a cross-country trip, with a minimum of one hour of fuel in the fuel tanks.

3. Student Pilot Cross Country Routes:

Primary Routes:

Scott AFB – Effingham, IL – Springfield, IL – TOY VOR – SAFB

SAFB – Farmington, MO – Marion, IL – SAFB

SAFB – Effingham, IL – Marion, IL – SAFB

Alternate Routes:

SAFB MTO VOR – Mattoon, IL – TOY VOR– SAFB

SAFB – FAM VOR – Farmington, MO – TOY VOR – SAFB

SAFB – CNG VOR – Paducah, KY – Lawrenceville, IL – SAFB

SAFB - Carbondale, IL – Marion, IL - SAFB

SAFB – Springfield, IL – Mattoon, IL – SAFB

SAFB – CMI VOR – Champaign, IL – Evansville, IN –SAFB

Additional – Airports for Student Pilots:

St Louis Downtown Parks Airport, Cahokia, IL

Alton Airport, Alton, IL

Metro east Airport, St Jacob, IL

Sparta Airport, Sparta, IL

NOTE: Other destinations must be approved by coordinating with Chief Flight Instructor prior to scheduled flight.

4.d. Instrument Pilot Students. The following section applies specifically to those students enrolled in instrument pilot training.

1. Flight Dispatching: All flights will be dispatched according to Chapter 3, paragraph 3.c. When instrument conditions exist, all instrument training flights must be cleared by an instrument flight instructor.
2. Flight Restrictions:
 - a. Weather minimums for IFR takeoff are the greater of:
 - The takeoff minimums listed in the Terminal Flight Information Publication for the departure airport, or,
 - The lowest compatible circling minimums, both ceiling and visibility, at the departure airport.
 - b. Instructors with greater than 100 hours actual instrument time as PIC, the weather minimums for IFR takeoff are the greater of:
 - The takeoff minimums listed in the Terminal Flight Information Publication for the departure airport, or,
 - The lowest compatible approach minimums, both ceiling and visibility, at the departure airport.
 - c. Wind Component: The maximum crosswind component is the manufacturer's maximum demonstrated crosswind for the aircraft. The maximum wind velocity from any direction is 30 knots. Maximum winds at cruise altitude for the C-172, PA-28, and SA 160 are 40 knots, and PA-44 45kts.
 - d. Thunderstorms: All pilots are restricted to an area within 10 NM of Scott AFB when a thunderstorm is reported within 25 NM of Scott AFB. All SAC pilots will land when a thunderstorm is reported within 3 NM of Scott AFB.
 - e. Icing: Flight training is prohibited during forecast or actual icing conditions.
 - f. Cross Country Routes: The routes flown for the instrument cross-country must consist of a minimum of three legs covering a distance of at least 250 NM (14 CFR Part 61.65). Approaches must consist of at least one precision and two non-precision instrument procedures.

4.e. Commercial Pilot Students. The following section applies specifically to those students enrolled in commercial pilot training.

1. Flight dispatching. All flights will be dispatched according to SAC Standard Operating Procedures, Chapter 3, and paragraph 3.c. Commercial Pilot applicants will be cleared by his or her instructor or another instructor authorized by the individual's primary instructor for commercial training flights. The following procedures are **not** authorized for commercial pilot applicants.

- a. Night cross-country flights beyond 50nm unless an IFR Flight Plan is filed.

2. Flight Restrictions. The following flight restrictions apply to SAC Commercial Pilot applicants.

a. Weather Minimums:

	Ceiling (AGL)/Visibility (sm)
Traffic Pattern	1500/3
Ground Reference Maneuvers	1500/3
Other VFR Maneuvers	2500/3
VFR Cross country (Day)	2000/4
Night VFR (Local)	2500/5

b. Wind Components:

The maximum crosswind component is the aircraft manufacturer’s maximum demonstrated crosswind component. Maximum wind velocity from any direction is 30 knots. Maximum winds at cruise altitude for the C-172, PA-28 is 40 knots and PA-44, is 45 knots.

c. Thunderstorms. All pilots are restricted to an area within 10 NM of Scott AFB when a thunderstorm is reported within 25 NM of Scott AFB. All SAC pilots will land when a thunderstorm is reported within 3 NM of Scott AFB.

d. The cross-country routes flown must meet the 14 CFR 50 NM leg requirements. The long cross-country must meet the requirement as specified in 14 CFR. 61.129. The commercial student’s flight instructor must approve each route.

Chapter 5

SAFETY

5.a. Applicability. Scott Aero Club members are required to comply with the provisions of all publications issued by competent authority pertaining to the safe conduct of flight operations including the reporting of accidents and incidents involving our aircraft. Such publications include, but are not limited to: NTSB Regulation Part 830, the Aeronautical Information Manual chapter 7, section 6, AFI 34-217, AFM 34-232 and this SOP.

5.b. Accident/Incident Reporting Procedures. SAC members who are involved in an accident or injury as defined in 14 CFR must report the occurrence as specified in that part. Additional guidance can be found in the dispatch book for each airplane. When time permits, the pilot in command is also responsible for notifying the 375th Wing Safety Office either directly (256-6311) or through the 375th Wing Command Post (256-5891) and the SAC (256-2170) or (256-5278). In each case, record the name of the person taking the information.

1. The SAC Dispatcher or club official taking the information will immediately notify the following list of individuals or agencies: Telephone numbers are posted in each aircraft dispatch book located at the Aero Club.
 - a. The SAC manager. Cell: (618) 604-9475
 - b. The 375th Air Mobility Wing (if not already notified). 618-256-6311
 - c. 375th FSS/CC. 618-256-4740, dsn 576-4749
 - d. Base Operations (Hotline) or 618- 256-1861
 - e. Aero Club Flight Chief. 618-256-2505
 - f. HQ AMC/A1SC DSN: 618-779-7845 or 229-7845
 - g. HQ AMC/SEF, phone is 618-779-0932
 - h. HQ AFSVA/SVPCR 969-395-6298 OR 969-395-6293
2. The Scott AFB operator may be used for official long distance calls to Scott AFB at (800) 851-7542 or (618) 746-2111 (collect).
3. The aircraft involved will not be moved except for reasons of safety or as directed by a law enforcement or FAA official until cleared by the SAC Manager, Chief Pilot or Supervisor of Flight
4. If SAC fuel contamination is a suspected cause of the accident or incident, all aircraft fueled through the SAC will be grounded until the fuel is examined and determined to be safe by the manager.
5. The SAC manager is responsible for submitting any reports required of the aero club. The mishap pilot in command is responsible for submitting any reports on the occurrence required by the FAA, NTSB or 375th Air Mobility Wing SafetyOffice.

5.c. Fuel Spill Procedures. The SAC manager is the responsible authority for fuel spills until the proper authorities arrive on the scene. The following guidance will be used to determine the severity of the fuel spill and appropriate response action.

- 1. Class I Spill.** A spill less than 2 feet in diameter and not growing.
 - a. Ensure no aircraft is started within 50 feet until the fuel spill has been removed.
 - b. Contact the base fire department at extension 256-5130 or 256-3144.
- 2. Class II Spill.** A spill greater than 2 feet but less than 10 feet in diameter and less than 10 feet in any direction and not growing.
 - a. Evacuate personnel to a distance of at least 50 feet upwind.
 - b. Post a fireguard to preclude intrusion within the 50-foot safe distance.
 - c. Notify the base fire department at 911, 256-5130 or 256-3144.
- 3. Class III Spill.** A spill larger than 10 feet in diameter or one extending more than 10 feet in any direction or one that is growing due to continued fuel flow from a damaged fuel tank or fuel pump.
 - a. Evacuate personnel to a distance of at least 200 feet upwind.
 - b. Post a fireguard to preclude intrusion within the 200-foot safe distance.
 - c. Notify the base fire department at 911, 256-5130 or 256-3144.
- 4. Fuel Spills inside the Hanger.** Any spill other than a small spill associated with normal maintenance operations.
 - a. Evacuate the hangar and the office areas.
 - b. Do not activate the hangar doors.
 - c. If the hangar door is open and fuel continues to flow from the source, remove the aircraft from the hangar if it can be done with no danger to any personnel.
 - d. If fuel continues to flow place a suitable container under the leak to contain the spill if it can be done with no danger to any personnel.
 - e. Notify the base fire department at 911, 256-5130 or 256-3144

5.d. Fuel Reserves.

1. Pilots **SHALL NOT BEGIN A FLIGHT UNLESS THERE IS SUFFICIENT FUEL TO COMPLETE** the flight to the point of intended landing, fly from that airport to an alternate (if an alternate is required), and then fly after that for at least 1 hour at normal cruise consumption.
2. For flight-planning purposes, the PIC shall calculate fuel consumption using the aircraft or engine manufacturer's data, whichever is greater.

5.e. Avoidance of Other Aircraft in Flight and on the Ground.

1. Pilots must exercise continuous traffic surveillance both in flight and on the ground. Before initiating each maneuver, clearing turns must be executed to ensure that the area is free of conflicting traffic.
2. The right of way rules of 14 CFR 91.11, 91.113, and 91.123 shall be observed at all times. However, when in doubt as to the actions of other aircraft do not hesitate to give way.
3. Be particularly vigilant when flying in the vicinity of navigational aids such as Troy VOR and non-tower controlled airports. Ensure all traffic pattern entries and traffic patterns at non-tower controlled airports are in accordance with the procedures outlined in the Aeronautical Information Manual (AIM).
4. Maintain a listening watch on the appropriate communications frequency for traffic activity. Make use of radar advisory services and flight following where available.

5.f. Minimum Altitude Limitations and Simulated Emergency Landing Instructions.

1. All minimum safe altitude limitations must comply with FAR 91.119.
2. Simulated emergencies shall be practiced on dual flights only.
3. Emergency landing practice shall not be conducted over any congested area of a city, town, or settlement, or over an open assembly of people. Do not descend below 500 feet AGL (unless to an approved airport), and do not approach any person, vessel, vehicle, or structure closer than 500 feet.

5.g. Fire Precaution Procedures. The subject of aircraft engine and cabin fires is a part of every individual's checkout in the aircraft. Follow the procedures outlined in the POH emergency checklist, take action as dictated by the situation, and use good judgment.

1. Avoid over-priming during start.
2. If, during start, a minor fire develops in the carburetor, continue cranking momentarily. A start will draw the flame into the carburetor. The aircraft must be inspected by maintenance personnel before continuing the flight.
3. If, during start, a minor fire develops in the exhaust stack, continue cranking momentarily. A start will blow out the flame.
4. If fire is other than described above or progresses beyond that described above, place mixture control to idle cut-off, the fuel selector, magnetos, and master switch to off and evacuate the aircraft immediately. Use the nearest fire extinguisher, aim at the base of the flame and try to extinguish the fire.
5. In the event of a fire on the ground, and time permits, attempt to call for assistance on any radio frequency available and take action as dictated by the situation using the procedures listed above.
6. In the event of an uncontrollable fire in flight, land as soon as possible. If in single engine aircraft, deploy flaps and gear and descend to a landing as fast as prudence dictates. If in multi-engine aircraft, secure the engine per POH procedures. DO NOT attempt to restart an

engine that has had a fire unless an extreme emergency dictates otherwise. After landing contact the SAC office when practical by any means available.

7. In the event of a controllable fire in flight, land at the nearest suitable airport and contact the SAC for instructions.

8. All aero club members and instructors are required to review the fire extinguisher video annually.

Chapter 6

MAINTENANCE PROCEDURES

6.a. Applicability. This chapter governs the SAC procedures for conducting inspections of aircraft, documenting discrepancies, inspections and maintaining aircraft dispatch books and maintenance logs. Responsibility for compliance with these procedures rests with the SAC Manager, assigned maintenance personnel and the club members.

6.b. Scheduled Maintenance. Scheduled inspections will be conducted in accordance with the appropriate Federal Aviation Regulations as well as this SOP.

1. A 100-hour inspection will be conducted on all SAC aircraft.
 - a. If an aircraft is cross-country at the time the 100-hour inspection is due, it may, generally, be over-flown up to 10 hours to return the aircraft to home station for the inspection. Do not plan to exercise this option without first consulting the manager or chief mechanic.
 - b. All aircraft's operated by Scott Aero Club will have a 100-hour inspection and compliance with all Airworthiness Directive's. **NO MEMBER WILL EVER FLY A 100 HOUR INSPECTION.**
2. An annual inspection will be conducted on all SAC aircraft except those that are maintained on an approved progressive inspection program.
3. Engine and propeller overhauls will be conducted as recommended by the manufacturer. Engines may be operated beyond the recommended time before overhaul (TBO) provided 100-hour inspections are accomplished every 50 hours.
4. Scheduled maintenance actions will be documented in the aircraft maintenance logs and the dispatch books as appropriate. The logs are maintained in the maintenance office and the dispatch logs are kept in the flight planning area of the club.

6.c. Unscheduled Maintenance. Unscheduled maintenance will be performed on a daily basis as necessary when aircraft discrepancies are noted by club pilots.

1. Routine servicing of fuel and oil will be performed by the club members using the aircraft POH and conducted in accordance with the provisions specified in Chapter 3 of this SOP.
2. Discrepancies noted by a club member will be annotated in the AFTO 781A section of the aircraft dispatch book. These entries must be neat and concise and include the date, the specific discrepancy and the pilot's name. Enter only one discrepancy per block on the AFTO 781A.
3. Should a pilot determine a discrepancy is significant enough to warrant maintenance action, immediately bring it to the attention of the manager, the Dispatcher, a club instructor, or club mechanic who will make the airworthiness determination for the club.
4. Undetectable damage to aircraft can result from exceeding engine limits, exceeding load limits, or hard landings, for example. These events will be entered in the AFTO Form 781A.

5. The AFTO 781As are maintained in 100-hour increments between required inspection cycles and kept for the last 200 hours of operation on all SAC aircraft. AFTO 781A write-ups more than 200 hours old will be disposed of in 100-hour increments.
6. If an aircraft has inoperative instruments or equipment, and it is the flight can be accomplished according to 14 CFR Parts 91.205 and 91.213, and the applicable airworthiness regulation under which the aircraft was certified, the aircraft can be flown if the inoperative instruments and equipment are:
 - a. Removed from the aircraft, the cockpit control placarded, and the maintenance recorded in accordance with of 14 CFR 43.9 or
 - b. Deactivated and placarded "Inoperative." If deactivation of the inoperative instrument or equipment involves maintenance, it must be accomplished and recorded in accordance with of 14 CFR 43.
7. No one may remove placarded instruments or equipment or attempt to operate a placarded item. Only authorized maintenance personnel may perform maintenance on SAC aircraft.

6.d. Corrosion Control Program. SAC aircraft will be washed during every 100-hour inspection. SAC aircraft will be inspected for corrosion during every 100-hour and annual or progressive inspection as appropriate.

6.e. Aircraft Discrepancies.

1. All aircraft discrepancies shall be reported on the AFTO Form 781A. These forms are available in the aircraft dispatch book.
2. Keys to the aircraft with known discrepancies that could affect the safety of flight shall not be issued. No pilot in command shall attempt to takeoff with known discrepancies that caused a grounding of the aircraft. All discrepancies shall be cleared by a certified aircraft mechanic.
3. Clearance for flight of aircraft with minor discrepancies shall be the responsibility of the Aero Club Manager, or Chief Flight Instructor,
4. If a discrepancy is observed during run-up return to the ramp and report the problem to the Dispatcher, manager, instructor, or maintenance personnel.
5. If a serious discrepancy¹ develops during a local flight return to Scott AFB immediately or land at a suitable local airport.
6. If a serious discrepancy¹ develops during a cross-country flight, land immediately at the nearest suitable airport and contact the SAC as soon as possible.

6.f. Aircraft Grounding Procedures. When the manager, the Dispatcher, a club instructor, or mechanic determine an aircraft is not airworthy, it will be grounded as follows:

¹ A serious discrepancy is one that may endanger the aircraft or occupants if the flight is continued, e.g., a rough or intermittently running engine, airframe structural problem, a fire or immediate threat of fire.

1. Cover the aircraft ignition keys in the ignition box with a red “Grounded” tag.
2. Ensure the discrepancy is clearly annotated in the aircraft dispatch book.
3. Place a “Grounded” notice on the front cover, outside, clear view panel of the aircraft dispatch book.
4. Update the Status Board by marking, “Out of Service.”
5. Ground aircraft in the ADP and the aircraft Dispatch Book.
6. Attempt to notify club members and instructor who are scheduled to fly the aircraft during the anticipated duration of the grounding.
7. Contact maintenance to evaluate the discrepancy. (Use the “On-Call” number if necessary.)
8. Notify the club manager of the grounding action as soon as practical.

Chapter 7

FLIGHT INSTRUCTOR RESPONSIBILITIES

7.a. Applicability. SAC flight instructors are required to comply with the provisions of all publications issued by competent authority pertaining to the responsibilities and authority of FAA Certified Flight Instructors. Such publications include, but are not limited to 14 CFR Parts 61, 91, and 141, FAA Practical Test Standards and Advisory Circulars, AFM 34-232, AFI 34-217, and this SOP. This SOP is not intended to supersede any regulation or directive issued by competent authority, except where more restrictive.

7.b. Responsibilities. SAC instructor pilots must present themselves as safe, professional individuals at all times through demonstrated knowledge and compliance with all applicable rules and regulations.

1. Appearance. Climatic conditions required a variety of attire to comfortably conduct flight operations throughout the year. While no specific dress code is dictated, instructors are expected to arrive for duty in appropriate clothing that is clean and in a state of good repair and must wear their SAC name tag.

2. Standardization. All instructors are required to receive an annual flight check by the Chief Flight Instructor. Instructors should expect to prepare, teach and then fly a lesson plan unless waived by the Chief Flight Instructor. All maneuvers will be conducted as specified by the flight-training handbook or other published guidance and performed to or above practical test standards.

3. Stage Checks. Stage checks are specified in each training syllabus. The instructor will determine when the student is ready for a stage check and will advise the student. The instructor will then make arrangements for the check with either the Chief Flight Instructor or designated representative (with concurrence of the Chief Flight Instructor). Instructors will ensure their students are as prepared for each stage check as they would be for a FAA flight check. Graduation rides for CFR Part 61 students are mandatory.

4. Training Curriculum. Training conducted for the purpose of obtaining a FAA certificate or rating must be conducted in accordance with the appropriate training syllabus and each maneuver taught as specified in the Flight Training Handbook or other document. Training conducted for other reasons (such as a biennial flight review, aircraft checkout, etc.) shall be determined by the instructor using appropriate FAA, USAF or SAC guidance.

5. Training Folders. All instruction conducted in accordance with Aero Club Instructor Standardization Guide and a training folder must be documented and graded as indicated in the syllabus and AFMAN 34-232. Following each dual lesson, the instructor will place the folder and student's PIF Card in the Chief Flight Instructor's box for review. The Chief Flight Instructor will then place the folder back in the appropriate file cabinet. A student solo flight lesson will be completed, but not graded, by the student who will then place the folder in the instructor's box for review. Following review, the instructor will then place it in the Chief Flight Instructor's box. **Do not file a training folder directly back in the cabinet following a lesson or remove a training folder from the SAC without the permission of the Chief Flight Instructor.**

6. Student Pilot Certificates and Logbook Endorsements. All endorsements will be made in accordance with FAA Advisory Circular 61-65C, Certification: Pilots and Flight Instructors. A copy of this document may be found in a binder on the Chief Flight Instructor's desk.

7. Written Examinations.

a. Prior to the first solo flight, a student must complete the Standardization, Aircraft, and Student Pilot Pre-Solo written examinations. A student who has not completed the FAA Private Pilot written exam must also complete the SAC Student Pilot Cross-country Exam prior to the first solo cross-country.

b. All instructors must maintain current SAC CFI, Instrument, Local Area, and appropriate aircraft written examination results in their record file.

8. All instructors and clearing authorities are required to attend the monthly standardization meeting. Anyone who fails to attend must receive a briefing from the Chief Flight Instructor or watch the video of the Standardization Meeting prior to clearing any flight.

9. All instructors must have an assigned an "Instructor Standardization Guide".

10. Newly hired instructors will not receive clearing authority authorization until granted by the Chief Flight Instructor. Until that time personal or dual flights must be cleared by an authorized clearing authority that holds a Certified Flight Instructor Certificate

Attachment 2
SCOTT AERO CLUB FORMS

(All forms posted in master copy located in publications library)

Local Flight Plan (Flight Training Center Form 1)

Covenant Not to Sue (AF Form 1585)

Cross-Country Request (AF Form 1583)

Weight and Balance Form

Check Out (AF Form 1584)

Maintenance Write Up Form (AFTO 781A)

Maintenance Record Form (AFTO 781K)

Scott Aero Club Vouchers (NAF Form 5)

AF Form 1710 Application