

Policy and Procedures Manual

(Operating Rules Supplement)

University of Michigan Flyers, Inc.
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Introduction

This manual is designed to be a single source document for all policies and procedures not specifically outlined in the Operating Rules. Further, this manual is in addition to the Operating Rules and if there are any discrepancies between the two, the Operating Rules will supersede this document.

This document is designed to provide the members with an organized and clearly defined source for all policies and procedures related to aircraft and general flight operations. The information contained within the manual is developed by the Flight Instructor Committee and approved by the Chief Flight Instructor.

These policies and procedures have the same weight and burden of responsibility to the members as the Operating Rules or By-Laws. Failure to comply can result in fines charged to the member and other disciplinary action.

You should find this manual to be 'user friendly'. Any questions about information contained within this manual should be directed to the Chief Flight Instructor or his designee.

We hope that you enjoy your flying at the University of Michigan Flyers.

Definitions

Designee—A person qualified and licensed to act in the same capacity as the designor.

Initial Solo—The first solo flight or a solo flight more than six (6) months from the previous solo flight, for a person possessing a Student Pilot Certificate.

Substitute CFI—The CFI whom is assigned by a Supervising CFI and has accepted all of the supervisory duties and responsibilities of the Supervising CFI for all students so designated.

Supervising CFI—The CFI whom is responsible for all supervisory duties and responsibilities of all students assigned to him/her for the purposes of training.

Policy Section

CFI Scheduling

When scheduling a dual flight with a CFI the aircraft must not be scheduled any earlier than one half hour *after* the scheduled start time with the CFI. This ‘stagger’ between CFI and aircraft scheduled start time is a minimum. Should you require additional preflight briefing time such as for cross country training flights then adequate time should be scheduled.

The amount of time scheduled for preflight briefing shall be sufficient that the aircraft preflight inspection is complete and engine starting has occurred within approximately 15 minutes after scheduled aircraft start time.

On-time Departures

Preflight planning shall be conducted such that all inspections and aircraft checks will be completed and engine starting occurs within approximately 15 minutes after scheduled aircraft start time. This policy does not apply during abnormal situations.

However, this exception should not be construed to include departure outside this window due to preflight, ground briefing or other such delays.

While this policy does not intend to rush preflight operations, if adequate preflight briefing and planning time has been allocated compliance with this policy should present little difficulty.

Note: Should you be arrive at the airport more than 15 minutes after your scheduled departure time, per the Operating Rules your scheduled time will be forfeited.

Taxi Operations

The following policies apply to all taxi operations:

1. Maximum taxi speed will be at the equivalent of a slow run.
2. Taxi speeds shall be controlled by proper power application, not dependence on the brakes. Taxi speeds should be such that the aircraft can be turned into ‘run-up’ position with little or no brake application.
3. The elevator will be held in the full aft (up) position at all times during taxi operations unless operational considerations dictate otherwise (i.e. tailwind component on the aircraft). At all times when turning into ‘run-up’ position and during the Before Takeoff Run-up the elevator will be held in the full aft (up) position.

Intersection/Minimum Runway Length Takeoffs

The minimum runway length for takeoff will not be less than 150% of the value to takeoff and clear a 50’ obstacle, as determined by the Pilot’s Operating Handbook for the existing conditions at the time of takeoff. While this calculation is to be a minimum value, it cannot replace safe pilot judgment, should other operational conditions indicate a distance greater than this minimum.

Strobe Light Policy

Strobe lights shall be used for all flight conditions. The exception to this is if inflight conditions (i.e. IMC day or night) are such that the ‘backscatter’ of the strobes produce a disorienting effect as determined by the pilot.

Additionally, the strobes shall be turned on just prior to takeoff and turned off after exiting the runway on landing. Extra care should be taken to ensure that the strobe lights are turned off during taxi operations at night when the blinding effects are the worst to other aircraft on the ground.

Landing Light Policy

The aircraft landing lights shall be used at a minimum during the following conditions:

1. At all times when the inflight visibility is 4 miles or less.
2. When the inflight visibility is greater than 4 miles during takeoff and area departure, and area arrival and landing.
3. At all times during high angle of attack maneuvering.
4. At all times while in the airport traffic pattern.

Approach Flap Policy

The standard approach flap settings for club aircraft are as follows:

VFR Approaches

Cessna Aircraft	20 degrees flaps
Debonair	Full flaps

IFR Approaches (stabilized at the FAF):

Cessna 152/172	10 or 20 degrees flaps @ 70 KIAS
Cessna 182	10 or 20 degrees flaps @ 80 KIAS
Debonair	10 degree flaps @ 90 KIAS

Rejected Landing/Go-Around Policy

A rejected landing or go-around will be accomplished whenever:

1. Abnormal maneuvers or power applications are required during approach to a landing at or below 500' AGL.
2. If the aircraft has not touched down in the first 1/3 of the useable runway length for landing.
3. If the aircraft cannot be landed with the center line inside the main landing gear.
4. Any time the continued safety of the approach and landing is in doubt, as determined by the pilot in command.

Stop and Go Operations

Stop and Go operations are permitted within the following parameters:

1. The aircraft must touchdown within the first 1/3 of the useable runway length for landing.
2. The aircraft must have 150% of the value to takeoff and clear a 50' obstacle, as determined by the Pilot's Operating Handbook for existing conditions at the time of takeoff.

Post Flight Policy

The post flight securing of the aircraft is not complete until the following items have been accomplished:

1. The aircraft fueled in accordance with club policy and fuel/oil portion of the Aircraft Activity Sheets completed.
2. The aircraft placed in a club hangar at Ann Arbor, or properly secured (i.e. tied down or hangared) when away from Ann Arbor.
3. From March 1st through October 31st the leading edges of the wings, vertical and horizontal stabilizer, wing struts, wheel pants, and main landing gear legs on the Cessna aircraft are cleaned of bugs and dirt. All the above except the wing struts and wheel pants on the Debonair and windshields on all of the aircraft. Only those cleaning fluids and materials that are club approved will be used to clean club aircraft. Club approved cleaning fluids for windows and airframe for pre and post flight cleaning are: 1) water, 2) fluid mix of 90% water and 10% liquid Joy detergent. Club approved cleaning materials for pre and post flight cleaning are: 1) club supplied paper towels, 2) club supplied cloth towels.
4. All aircraft systems and switches are shutdown and secured.
5. All doors and windows are closed and secured.
6. The hangar door is shut, unless the next person is present to accept the aircraft.
7. The aircraft is returned in the computer and the Aircraft Activity Sheet is fully completed, as well as any maintenance discrepancy 'written up' on the Maintenance Discrepancy Sheet.
8. The key and the aircraft magnet are returned to their appropriate place on the aircraft Spot Board.

90 Degree Rule

When taxiing under aircraft power back to the hangar the aircraft will be stopped at a 90 degree angle to the hangar door. It is prohibited to turn the aircraft 'tail to hangar', under the aircraft's power. Such a maneuver blows dirt and debris into the hangar, increases the risk of FOD damage to the propeller and causes 'scrubbing' of the tire and possible tire valve stem damage.

Fueling Operations

The following policies cover all aircraft for fueling operations at Ann Arbor and away from base.

1. All aircraft will either be ‘topped off’ or fueled to a standard designated fuel level as listed below whenever: a) the aircraft is flown 1.4 hours or more, b) if the next flight is a cross country and c) after the last flight of the day.

Aircraft Fueling Level Specifications

Cessna 152/172	Topped Off
Cessna 182	Bottom of metal filler tube
Debonair	Circular ‘cutout’ on metal tab

2. The aircraft will be grounded during all fueling operations at the club fuel pump in Ann Arbor. When away from base every reasonable effort will be made to ensure the aircraft is grounded during fueling operations.
3. Do not rest the fueling nozzle assembly on the aircraft wing or wedge the fueling nozzle spout such that it holds the nozzle assembly off the wing. The fuel nozzle assembly is to be held and supported off the wing by the individual fueling the aircraft.
4. Only the ladder provided for fueling will be used to fuel the Cessna aircraft at the club fuel pump. Members are prohibited from standing on the fuselage and wing strut steps on the Cessna aircraft. While the aircraft is under the care, custody and control of a member, the member is responsible to ensure that no other party uses the fuselage and wing strut steps.
5. At the completion of fueling at the club pump the fuel and oil portion of the Aircraft Activity Sheets will be filled out, as well as the ‘prompted’ areas in the computer.
6. Once the aircraft is fueled, it is to be returned to the hangar. The only exception to this is if the next member to fly the aircraft is ready to preflight and depart. However, if the next member has arrived but is not immediately ready to preflight and depart, then the aircraft is to be returned to the hangar.

Note: The intent of this policy is to prevent aircraft from being left out of the hangars in the elements when not used for the purposes of flight.

Student/CFI Assignment Policy

Once a club CFI has accepted a student for the purposes of training, the CFI then accepts all responsibility for that student in regards to their training and is then designated as the Supervising CFI. Further, the CFI will maintain an updated list of all students under their supervision for training and their training status. This list will be kept in the CFI's personal file for use by the Chief Flight Instructor.

Note: No other club CFI may fly with a student pilot or licensed pilot receiving training for a Supervising CFI without prior permission by the student's Supervising CFI or the Chief Flight Instructor, after he/she has coordinated with the Supervising CFI.

Supervising CFI Assignment Changes

Any time there is to be a change of a student's Supervising CFI whether temporary or permanent, the Chief Flight Instructor will be informed and the procedures outlined in this manual will be utilized for the change.

Student Pilot Supervised Solo Policy

The following policy will be adhered to at all times without exception:

Anytime

1. When a student pilot is scheduled to fly a supervised solo the Supervising CFI or his/her designee must be available to approve and dispatch the flight at the time of departure.
2. At the completion of the flight the student will contact the Supervising CFI or his/her designee that they are on the ground.

Cross Country Solo Flights

A student pilot prior to departure for a solo cross country flight will have their Supervising CFI or his/her designee review all preflight planning and weather analysis information. Only after all preflight preparations have been reviewed and approved will the student receive the appropriate endorsements and be dispatched to fly the flight.

The exception to this is that the Supervising CFI may appoint another club approved CFI as a substitute to review all preflight preparations, to a flight assigned by the Supervising CFI. This Substitute CFI, once satisfied with all preflight preparations, may then date the endorsement of the Supervising CFI.

Initial Supervised Solo Policy

The following policy applies to all initial solo of a student pilot. The term 'initial solo' as used in this manual will be defined as first solo or a solo flight where the student has not flown dual or solo in the last six (6) months.

1. Subsequent to the initial solo flight the supervising flight instructor will fly no less than four (4) takeoff and landings for each of the next two flights that the student is to fly solo.
2. Unless the supervising flight instructor deems otherwise any solo flights after these initial three flights can be dispatched by the supervising CFI without dual flight prior to the solo flight.

Procedures Section

Supervising CFI Absentee Procedure

The following procedure will be utilized in regards to student pilot supervision when their Supervising CFI will be temporarily absent.

1. The supervising CFI will contact the Substitute CFI whom he/she will be transferring supervisory authority of their students. The Supervising CFI will thoroughly brief the Substitute CFI as to the status of all students to be transferred to his charge.
2. The Supervising CFI will inform all of the students he/she intends to transfer who their Substitute CFI will be and the time duration of the transfer.
3. The Chief Flight Instructor will be contacted and provided the following in writing: 1) the Substitute CFI and 2) the time duration of the transfer, including the return date of the permanent Supervising CFI.

Should a student wish to remain with the Substitute CFI after the return of their permanent Supervising CFI, then this transfer must be coordinated through the Chief Flight Instructor.

Supervising CFI Assignment Change Procedure

When there is to be a permanent change of a Supervising CFI for a student pilot the following procedure will be utilized.

- 1) The permanent Supervising CFI will contact the Chief Flight Instructor and inform them of the student's request and reason for such request.
- 2) The Chief Flight Instructor will then approve or disapprove of the request.
- 3) The Chief Flight Instructor will then contact the student, the permanent Supervising CFI and the requested CFI and inform them whether the request is approved or disapproved. The Chief Flight Instructor may at his/her discretion include any reasons for their decision.

Note: At no time will a student directly go to another CFI and make an assignment change request directly. Should this occur the CFI should explain to the student that they must forward their request either through their current Supervising CFI or directly to the Chief Flight Instructor. The option of going directly to the Chief Flight Instructor is to facilitate the student should they be uncomfortable forwarding such request through their current Supervising CFI.

Vertical Navigation Descent Profile Procedure

The following method and procedure should be utilized during normal flight operations:

Descent Profile Planning Method

1. Determine your ground speed in miles per minute (A).
2. Determine the number of minutes (B) to descend to your target altitude at 500 feet per minute rate of descent.
3. Multiply your ground speed in miles per minute (A) *times* the number of minutes (B) required to descend to your target altitude. The sum (C) will be the number of miles required to descend to your target altitude at that ground speed.

Vertical Navigation Descent Profile Procedure *(continued)*

Example:

Ground speed 120 knots. 120 knots divided by 60 minutes = 2 mi. per minute (A).

Subtract pattern altitude of 1,600 feet from your cruise altitude of 6,500 feet. This would yield a sum of 4,900 feet of altitude loss. Round off to next 500 feet would give you 5,000 feet of altitude to loss.

Divide 5,000 feet of altitude to lose by 500 feet per minute rate of descent. This will yield a sum of 10 minutes (B) as the number of minutes to lose that 5,000 feet.

Multiply 2 miles per minute (A) times 10 minutes (B) = 20 miles (C) to descend to my target altitude.

Power Management:

Cessna 152/172

-Maintain the power in the green arc during the enroute descent.

Cessna 182/Debonair

-Power reductions of no more than 2" manifold pressure minute.

CFI Section

CFI Manual Responsibility

It is the responsibility of all club CFIs to maintain their copy of this manual in an up-to-date status at all times. Further, you are required to have your manual readily available any time when you are engaged in training activity at the club.

This manual, like a Pilot's Operating Handbook is of little value if it is not accessible during the activity for which it was designed. While many elements of this manual can be committed to memory, it was not designed as a memory style document.

While a club copy of this manual is available at the office, it will not contain the 'CFI Section'. Some material in this section may be of a sensitive nature and not suitable for general member access. Therefore, you will need to keep your copy of this manual with you when conducting training.

Because the information in this manual is of a proprietary nature and provided to you by club funds it is considered property of the organization. Therefore, you are responsible to treat this manual in a confidential manner as regards non-members of the flying club. The information in this manual is for our operational purposes only. It was not intended to be a document for public consumption.

When you leave the organization you are required to return this manual to management.

Ground Instruction Policy

All ground training of any kind in the club office will be conducted in the study/briefing cubicles or other areas so designated by management. There are several reasons for this policy, however the most compelling is professionalism. Students require as quiet and private a place as possible when receiving instruction. This they cannot receive in the middle of the social area of the office. Also, the administrative area should not be used for this purpose. The only time that this policy can be amended is if all cubicles are in use and you have no where else to go. In this event the next best area would be the back administrative desk.

The social area is just that. A place for members to enjoy the benefits of belonging to a club. Social activity and instructional activity are in direct conflict with each other. This is why the organization invested the funds to provide this ground training area. *Even when the office is empty ground training will be conducted in the study/briefing cubicles.*

Should you see a student or licensed pilot member conducting preflight planning in other than the study/briefing cubicles, he/she should be politely instructed as to where that activity should take place.