



FOM

Flight Operations Manual

2022

Contents

LOG OF REVISIONS	6
Abbreviations	7
Chapter 1- Administration	8
1.1 Introduction.....	8
1.2 Flight Training Department.....	8
Chapter 2 – Phoenix East Aviation Safety Program.....	11
2.1 General.....	11
2.2 Reporting.....	11
Chapter 3 – Ground School	13
3.1 Ground School Courses	13
3.2 Enrollment / Scheduling.....	13
3.3 Tests.....	14
3.4 Makeup Lessons.....	14
3.5 Graduation/Signoff.....	15
Chapter 4 – Flight Course Enrollment.....	17
4.1 General.....	17
4.2 Orientation and Enrollment Forms.....	17
4.4 Start Training	19
4.5 Foreign License Conversion	19
4.6 English Proficient (ICAO Level 4).....	20
Chapter 5 – Scheduling.....	23
5.1 Flight Schedule	23
5.2 Cancellations.....	23
5.3 Scheduling Modifications.....	24
5.4 No-Show	24
5.5 Activity Length.....	25
5.6 Grounding	25
5.7 The scheduling of Stage Check, EOC, Eval and FAA Check Ride.	27
5.8 Observers/Back-Seating.....	29
5.9 Rental of PEA Aircraft	29
Chapter 6 – Flight Operations	30

FLIGHT OPERATIONS MANUAL

6.1 General.....	30
6.1.1 Pilots	30
6.1.2 Equipment	30
6.1.2.1 iPads / Electronic Flight Bags	31
6.1.2.2 Cellphone.....	31
6.1.3 Check-In Procedures	31
6.1.4 PEA Weather Minimums	33
6.1.5 Hazardous Weather.....	34
6.1.6 Fuel Requirements	35
6.1.7 Pre and Post Flight Briefings	35
6.1.8 Pre-Flight Inspection.....	36
6.1.9 Post-Flight Inspection.....	36
6.1.10 Checklist Usage	37
6.1.11 Seating Height Position	39
6.1.12 LAHSO	39
6.1.13 Intersection Departures	40
6.1.14 Touch and Go Procedures.....	40
6.1.15 Approved Airports	43
6.2 Ramp Operations.....	46
6.2.1 General	46
6.2.2 Ramp Safety	46
6.2.3 Aircraft Refueling	47
6.3 Local Operations.....	47
6.3.1 General	47
6.3.2 Call Sign	48
6.3.3 Noise Abatement.....	48
6.3.4 Practice Areas	48
6.3.5 Special Use Airspace.....	49
6.3.6 Daytona LOA	49
6.4 Cross-Country Operations	50
6.4.1 General	50
6.4.2 Dispatching Cross-Country Flights	50
6.4.3 Dispatching Solo Cross-Country Flights.....	51

FLIGHT OPERATIONS MANUAL

6.4.4 Departure and Enroute Procedures	51
6.4.5 Fueling	52
6.4.6 Diversions.....	52
6.4.7 RON (Remain Over Night).....	52
6.4.8 Arrivals	54
6.4.9 Approved Cross Country Routes.....	54
6.5 Night Operations.....	57
6.5.1 General	57
6.5.2 Night Solos	57
Chapter 7 – Maintenance	58
7.1 General.....	58
7.2 Reporting Procedures	58
Chapter 8 - Emergency Operations	59
8.1 General.....	59
8.2 Accident Cause Factors	60
8.3 Landing Gear Malfunction	63
8.4 Medical Emergency.....	64
8.5 Accident or Incident Reporting Procedures.....	65
Chapter 9 - Restrictions and Limitations	66
9.1 General.....	66
9.3 Alcohol and Drug restrictions.....	66
9.4 Flight Restrictions and Limitations	67
9.4.1 Careless/reckless operations.....	67
9.4.2 Checklist.....	68
9.4.3 Clearing turns.....	68
9.4.4 Collision Hazard	68
9.4.6 Formation Flying	68
9.4.7 Hazardous Weather Operations	69
9.4.8 Runway Surface	69
9.4.9 Simulated Engine Failure	69
9.4.10 DA-42 NG Full feather engine shutdowns	70
9.4.11 Multi Engine Go-Around Procedures.....	71

FLIGHT OPERATIONS MANUAL

9.4.12 Over water operations	71
9.5 Solo Flights Restrictions	72
9.5.1 Mixture leaning	72
9.5.2 Takeoffs and landings	72
9.5.3 Weather conditions	72
9.6 Aerobatic and Spin Training Restrictions.....	72
Chapter 10 – Safety Procedures	73
10.1 Weather minimums required.....	74
Hazardous Weather	74
10.3 Fire Safety	76
10.4 Re-dispatch procedures after un-programmed landings.....	76
10.5 Aircraft discrepancies and approval for return-to-service	77
10.6 Securing of aircraft when not in use	77
10.7 Fuel Reserves necessary for local and cross-country flights.	77
10.8 Avoidance of other aircraft in flight and on the ground.....	78
10.9 Minimum Altitude limitations and simulated emergency landing instructions	78
10.10 Use of practice areas.....	79

FLIGHT OPERATIONS MANUAL

LOG OF REVISIONS

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Abbreviations

AFM – Aircraft Flight Manual
BFR – Bi-Annual Flight Review
DOS – Director of Safety
DOM – Director of Maintenance
EOC – End-Of-Course
ETA – Education & Training Administration
FAR – Federal Aviation Regulations
FIF – Flight Information File
FOM – Flight Operations Manual
FSM – Flight Standards Manual
FT – Flight Training Department
FTD – Flight Training Device
GS – Ground School
IP – Instructor Pilot
IPC – Instrument Proficiency Check
LOA - Letter of Authorization
PEA – Phoenix East Aviation
PFA – Pilot Flight Aid
PIC – Pilot In Command
POH – Pilots Operating Handbook
SOP – Standard Operation Manual
TOLD – Takeoff and Landing Data
TSA – Transportation Security Administration
W&B – Weight and Balance Data

Chapter 1- Administration

1.1 Introduction

The Flight Operations Manual (FOM) is a Phoenix East Aviation publication containing regulations, policies and procedures applicable to all Phoenix East Aviation (PEA) Flight Operations and supersedes all previous editions. Material contained herein applies to all pilots operating PEA aircraft to ensure the safety and efficiency of PEA Flight Operations. In addition to the policies and procedures contained herein, all flight training operations must be conducted in accordance with PEA's FAA approved Training Courses, Title 14 & 49 of the Code of Federal Regulations (CFR), the Flight Standards Manual (FSM), Specific Pilot Operating Handbooks, Aircraft Flight Manuals, Checklists, and the Flight Information Files (FIF). Crewmember (pilot) practices that are not documented herein are permitted as long as they do not conflict with the documented regulations, policy and procedures.

All pilots must review the FOM and supplemental documents as a matter of normal pre-flight activity and are responsible for complying with all regulations and procedures outlined. The Pilot Flight Aide (PFA), developed for use in the aircraft, provides information necessary for flight and must be available aboard the aircraft at all times.

1.2 Flight Training Department

A professional flight instructor staff, overseen by the Flight Training Department, conducts all flight and ground training.

A student's flight instructor is the person best equipped to first attempt to solve a student's problems. In the event more assistance is necessary, the student should not hesitate to contact their Team Manager (Team Leader).

The Chief Flight Instructor is responsible for the compliance with the FAA approved syllabus, the standardization of flight instruction and examining personnel, and ensuring compliance with the Federal Aviation Regulations.

The PEA Director of Safety is responsible for overseeing that all operations are conducted within the PEA safety program.

Safety and accident prevention are the responsibility of every person associated with the flight-training program. It is only through the cooperation and active participation of all flight personnel that a safe operating environment can be assured.

See the PEA Safety Program for details regarding the safety program. Copies of the PEA Safety Program can be found around the PEA building to include the Chief Flight Instructor office, Director of Safety office, Flight Training Department and Instructor lounge.

Training Structure

All instructors and students are assigned into Teams. Each team is managed by a Team Manager (Team Leader) and their Assistant Team Manager (Assistant Team Leader).

Flight Instructors

The immediate contact for the student is the individual flight instructor. Instructors should be able to assist with most problems that students encounter and are also responsible for each assigned student's progress.

All flight instructors can be contacted via ETA and should also have other direct contact with each student.

Team Managers (Team Leaders)

All instructors report to a Team Manager (Team Leader) or Assistant Team Manager (Assistant Team Leader) who reports directly to the Assistant Chief Flight Instructors and/or Chief Flight Instructor.

A Team Manager is responsible for overseeing that all activities by instructors and students assigned to their team are conducted in accordance with FAA regulations and PEA policies. The Chief Flight Instructor and Assistant Chief Flight Instructors are responsible for assisting the Team Managers with progress or training issues.

A Team Manager's responsibility includes the following:

1. Aide Instructor pilot and Students
2. ETA & Training Records
3. Review of Training records prior to check ride or stage submissions
4. Weekly meetings
5. Monthly reports
6. Upholding PEA policies and procedures
7. Tracking students' progress
8. Progress Reviews
9. Instructor Pilot Workload
10. Foster an open line of communication between Instructor Pilots and Flight Training Department
11. New Instructor Orientation
12. Upgrade recommendations

Team Managers should refer to the document called "Team Manager Guidelines".

Chapter 2 – Phoenix East Aviation Safety Program

2.1 General

Phoenix East Aviation's (PEA) program is managed by the Director of Corporate Safety and Security (DOS). The DOS is responsible for accident and incident investigation along with researching resolutions for any hazards and occurrences PEA personnel report. The safety program is all inclusive and covers investigational processes, OSHA compliance, emergency action plans, fire safety plans, safety committees, drug testing, safety audits, information distribution, education and training, and hurricane evacuation plans.

The Safety Program folder can be found in the Director of Safety's office, Chief Flight Instructor's office, and the CEO's office. These folders are available to any PEA personnel to review during normal business hours.

Questions and concerns can be taken directly to the DOS either verbally or in written form. Written form can be sent over the internet or printed and delivered.

2.2 Reporting

DOS will assist all instructors and students with safety related issues. It is essential for the safety of operations that instructors and students report to DOS when and if there are any safety related issues.

Incidents, occurrences or accidents will need to be reported directly to the Director of Safety (DOS), who will then guide the pilot(s) on the action needing to be taken.

Incidents, occurrences, hazards and safety concerns will need to be reported to the Director of Safety within 24hrs of when the event takes place or 24hrs of when notified. Noncompliance with this procedure will result in grounding.

Reports will need to be legibly written or typed, if hand delivered to the DOS. The other method is electronically via email, or via PEA's Safety Management and Reporting Tracker (S.M.A.R.T) accessible on ETA.

The DOS will review all ASAP reports as well. These reports are to be sent to the DOS within 24 hours after an event has occurred. The ASAP program is designed to assist pilots in bettering their understanding of FOM and Regulations. This form can be found on ETA.

Chapter 3 – Ground School

3.1 Ground School Courses

141 Classes:

- Private Pilot Ground School (PPGS)
- Instrument Rating Ground School (IRGS)
- Commercial Pilot Ground School (CPGS)
- Flight Instructor Ground School (FIGS)
- Cockpit/Single-Pilot Resource Management Ground School

(C/SRM GS)

- CE-500 PIC/SIC Type Rating Ground School

Part 61 Classes:

- ATC Communication Class
- DA-42 Systems Ground School
- Unusual Attitude Upset Recovery Class
- Jet Transition Training

3.2 Enrollment / Scheduling

1. Students must enroll for classes by visiting this page - <https://forms.pea.com/gs/enrollment/>.
2. Students have up to the third day of class to enroll.
3. A complete list of all students will be given to Ground School Manager and the Assistant Chief Ground School Instructor at the end of day three.
4. Enrollment Certificates are made and signed by an Assistant Chief or the Chief Instructor.

5. Enrollment in ETA should begin on the first day to prevent the student from being scheduled by flight training or their flight instructor for other lessons.

6. The Flight Training department will ensure that all students for all classes are enrolled in accordance with § 141.93.

3.3 Tests

All tests should be completed on the moodle.pea.com test pages.

1. The student **MUST** complete all lessons and **PASS** all stage tests before attempting the End-Of-Course test.

2. If the student has any outstanding lessons or failed tests; he/she **CANNOT** attempt the EOC.

3. Each Ground School Instructor shall correct all tests and review incorrect answers with the student. Test scores should be entered into ETA.

4. A test is **PASSED** if the student gets a score of 80% or greater.

3.4 Makeup Lessons

If a student has been absent for any classes, the ground school instructor will at the end of the ground school, report to the Ground School Manager, Assistant Chief Flight Instructor or Chief Flight Instructor on any student that have missed classes and the dates and classes that were missed.

Each absent lesson needs to be repeated by the student's primary instructor for at least two hours for each lesson in which the student was absent. Each instructor should make a comment in the student comment

field (in ETA) that this lesson is a Ground School makeup and which lesson number was repeated.

The Ground School Manager will send a make-up lesson form to the student's primary instructor containing all the instructions on how to conduct the make-up lesson. Once the make-up lesson is complete, the instructor will advise the Ground School Manager through forms.pea.com.

The maximum number of days that can be missed is three. Any further absence from class will result in termination from the class and the student will have to be reenrolled for a future class.

With appropriate documentation (doctor's note etc.) and approval from Ground School Manager, Assistant Chief Flight Instructor, or Chief Flight Instructor, a student can be absent for up to five lessons.

A student will only be able to graduate from the Ground School if all the lessons, tests, and if needed make-up lessons have been complete.

If a student must repeat a test, he/she can repeat that test in any of the ground school classes or in the presence of the Ground School Manager, Assistant Chief Flight Instructor, or Chief Flight Instructor. When the student has completed the test and the test is graded, the person who observed the test should follow normal test procedures for entering the test into ETA.

3.5 Graduation/Signoff

Successful completion of all lessons including all stage tests will graduate the student from a course.

With completion of a 141 Appendix: L Pilot Ground School each student will be furnished with a Ground School Graduation Certificate which allows him/her to take his/her FAA Written exam.

Students should show proof of at least 3 FAA test prep attempts with at a score of at least 85% before attempting the FAA written test. The FAA written exam should be completed within two weeks of ground school completion.

The Flight Training Department will ensure that each student will be given a graduation certificate upon graduation in accordance with § 141.95 by entering the document on the students ETA profile and by providing a physical copy directly to the student.

Chapter 4 – Flight Course Enrollment

4.1 General

Once a student has been accepted into PEA and has completed enrollment with his/her admission officer, Flight Training will be notified and will promptly verify the student's eligibility for the course, review the appropriate documentation, enroll the student in the appropriate course and assign an instructor to that student.

Instructors will be notified of a new student assignment through an ETA message. Upon receipt of that message instructors are expected to contact that student immediately and schedule the student orientation. If there are any issues contacting a student, the instructor will need to see Flight Training immediately.

4.2 Orientation and Enrollment Forms

4.2.1 New Student Orientation

Every student must obtain an orientation from his/her instructor before starting their first course at PEA.

During new student orientation with the student, the instructor must follow the checklist contained on <https://forms.pea.com/orientation-checklist/>. All instructors are required to review all student documentation. Instructors shall review all previous training documentation, certificates, logbook(s) and other related material to ensure that the student is ready to be enrolled and begin training. All documentation, such as their passport, certificate and medical must be current and valid and verified that are entered into the student's ETA profile.

If upon review of documents and logbooks the instructor has questions, he/she must see Flight Training to clear any possible issues.

The instructor also needs to ensure that a student has completed any required BFR, TSA etc. prior to course start.

An instructor who receives a student which is in the middle of a course or training shall also review all of the above as if it was a new student.

4.2.2. New Student Enrollment Form

Instructors must also complete the new course enrollment form on <https://forms.pea.com/course-enrollment/>.

Instructor must follow the instructions on the form and scan the appropriate documentation into the appropriate folder.

If the instructor finds any discrepancy or has any doubts about the student documentation, he/she must see Flight Training immediately.

Absolutely no flight training can be given prior to successful completion of the enrollment.

4.2.3 Current student enrollment to a new course

If a/the student has completed PPCC, IRC or AAR-MEL(I), he/she will automatically be enrolled in the next course as per the student's contact. The instructor needs to ensure that the student receives his/her temporary certificate from Flight Training prior to beginning the next course.

If a/the student has successfully completed any other course, the instructor will need to complete a new enrollment form on <https://forms.pea.com/course-enrollment/>.

4.4 Start Training

It is imperative that training begins immediately after orientation and course enrollment. The orientation meeting also serves to help the instructor build a plan of action and a schedule structure for the student. Instructors must be attentive to the student's Ground School schedule. If training can't begin immediately after orientation the instructor must notify his/her Team Manager.

It is expected that each student must complete at least one stage of each course for every 30 days of training. If for some reason this is not completed, the instructor must notify their Team Manager.

4.5 Foreign License Conversion

Students that need a Foreign License Conversion, must see Flight Training as soon as possible to help expedite the conversion process. Flight Training will help in obtaining and filing the required documents and arrange a meeting with a DPE. The student must bring the following to Flight Training for verification:

- Completed IACRA form
- Foreign Pilot Certificate
- Medical Certificate (foreign and/or FAA)
- Written test if applicable
- Passport
- Letter of Verification
- Logbook(s)

Once the FAA Certificate has been issued, the student must complete a Flight Review in accordance with FAR 61.56 prior to beginning any course.

The instructor must also review the student's logbook(s) to ensure the student meets the requirements for an unrestricted FAA Private Pilot Certificate; the 3-hour night requirement is met with a dual cross-country flight of over 100 nm, including 10 take-offs and landings to a full stop are typical requirements that are not met.

Once an FAA certificate has been issued, enrollment can be completed.

4.6 English Proficient (ICAO Level 4)

English Language Skill Standards are addressed in AC 60-28. In accordance with FAA Standards, all pilots are required to meet the ICAO level of English Proficiency level in accordance with AC.60-28 / ICAO.

ICAO has defined the standard into following six areas:

Vocabulary

Vocabulary range and accuracy are usually sufficient to communicate effectively on common, concrete, and work-related topics. Can often paraphrase successfully when lacking vocabulary in unusual or unexpected circumstances.

Structure

Basic grammatical structures and sentence patterns are used creatively and are usually well controlled. Errors may occur, particularly in unusual or unexpected circumstances, but rarely interfere with meaning.

Pronunciation

Pronunciation, stress, rhythm, and intonation are influenced by the first language or regional variation but only sometimes interfere with ease of understanding.

Fluency

Produces stretches of language at an appropriate tempo. There may be occasional loss of fluency on transition from rehearsed or formulaic speech to spontaneous interaction, but this does not prevent effective communication. Can make limited use of discourse markers or connectors. Fillers are not distracting.

Comprehension

Comprehension is mostly accurate on common, concrete, and work-related topics when the accent or variety used is sufficiently intelligible for an international community of users. When the speaker is confronted with a linguistic or situational complication or an unexpected turn of events, comprehension may be slower or require clarification strategies.

Interactions

Responses are usually immediate, appropriate, and informative. Initiates and maintains exchanges even when dealing with an unexpected turn of events. Deals adequately with apparent misunderstandings by checking, confirming, or clarifying.

The assessment of language skill will be done daily by the instructor by performing their regular activities. Any issues must be escalated and notified to the Team Manager right away.

Flight Training will conduct a language assessment for student pilots by the time of processing the student's Student Pilot certificate.

Chapter 5 – Scheduling

5.1 Flight Schedule

The work week for PEA is seven (7) days a week. Dispatch hours are normally from 0530 till 2400 local. There will be variations to the time during the year. The instructor will set his/her own workweek with consideration given to the students. The normal work week for all instructors is 6 days a week.

To enhance the overall efficiency, a training schedule for the following two days is posted on a daily basis. We currently utilize an internet-based schedule system managed by Talon Systems. The web address is <https://www.talon-systems.com/pea>. Each instructor and student are issued a username and password to be able to access their schedule. PEA's ETA Policy and Procedures manual is located in the Home Page Links of ETA. Only Flight Training and instructors may schedule activities; students may view them on their homepage.

Instructors will try to the best of their ability to notify students of their schedule, but it is ultimately, the student's responsibility to check his/her schedule and avoid no-shows. For that purpose, students are recommended to check their ETA schedule at least 3 times per day. In cases where a cancelation of the scheduled activity is needed, dispatch and the instructor/student must be notified 24 hours prior to the scheduled event.

Any other adjustment needs to be addressed with Flight Training.

5.2 Cancellations

Except for a 24-hour cancelation, no-show, stage, EOC or Eval previous completion cancellations, all cancellations must be approved by

Flight Training. Prior to cancelling an activity, the instructor and student shall attempt to seek other solutions such as out-of-sequence, oral, sim or flight as a substitute to prevent any undue delay in training.

5.3 Scheduling Modifications

In the event of schedule adjustments, the instructor needs to contact dispatch. Adjustments made within 24 hours prior to an activity can only adjust the activity start time through dispatch (cancellation must be approved by Flight Training).

5.4 No-Show

Once an event has been scheduled, any cancellation must occur 24 hours prior to the event. If a cancellation occurs within this 24-hour window, a no-show will be given. If the student is not checked in by more than 30 minutes prior to scheduled event start time, a no-show will be given for that activity. The first offense will result in a charge for one (1) hour of the scheduled activity. Any consecutive offenses or any no-shows for check activities will result in a charge for two (2) hours of the scheduled activity. If a student no-shows back-to-back lessons, the first lesson will be a no-show and the following lessons will be cancelled. If a student no-shows a stage check/check ride, both the oral and flight will be no-showed if scheduled on the same day, otherwise only the first activity will be no-showed.

Students with legitimate excuses may present their case in writing via the “Student No-Show” form on <https://forms.pea.com/no-show/> and should provide all and any supporting documentation within one week. The Flight Training Department or designated delegate will review the case and may or may not excuse the no-show and issue a refund in case it has already been

charged. For any no-show to be excused, a submission on the “Student No-Show” form is mandatory.

5.5 Activity Length

Ground Lessons

The duration of ground lessons determined by the instructor based on the progress of the student. Remember that each student attends ground school for each Part 141 course and should only need a progress review during each ground lesson with the instructor.

Flight Lessons

For effective scheduling, all Multi Engine Airplanes and Complex Airplanes are scheduled with start times on even hours (10am, 12pm, etc). All lessons, apart from cross-country flights and supervised solo flights, should, at the instructor's discretion be scheduled for 2-hour blocks from event start to end of event. Single engine activities should be scheduled for odd hours. Stage, EOC, Eval and FAA exams will in most cases be scheduled for even hours.

It is essential for effective operations that all pilots maintain their schedule. All pilots are expected to leave at or before their scheduled time and be back at or before the due back time. In the event of an unscheduled late return due to weather or ATC delay, pilots need to contact dispatch (121.95) to give a new ETA.

5.6 Grounding

All students and instructors may be restricted from certain operations and will be defined what's known as “Grounded” or on “Hold”.

Some examples of Ground and or Holds are:

Administrative Grounding

At the discretion of Flight Training a student or instructor may be placed on administrative grounding. This may occur because of excessive no-shows, poor performance or failure to comply with PEA FOM or other procedures, or policies set forth by PEA.

Financial Grounding

A student or instructor can/will be grounded for financial reasons if he/she holds less than \$500 on their student account or has failed to maintain their payments in accordance with their contract/program. Grounding will be removed as soon as their account is at or above \$500 and in accordance with their contract/program.

Medical Grounding

Due to certain medical issues a student or instructor may be grounded. If this occurs, a doctor's note is required to show the duration of the grounding and reason for grounding. Note that some medical issues could still allow a student or instructor to continue with ground operations.

Inactive hold

A student may elect to enter a hold due to certain personal issues such as a family emergency, for vacation, etc. If so, the student must complete the appropriate form on <https://forms.pea.com/student-vacation-request/> for processing. The request will be processed by both Flight Training and the

Immigration Department and only after approval of the last, a student may start the Hold.

Please note that we follow strict rules for attendance, especially for students under a student visa, and any hold and/or ground may affect how we process the request.

Visa Grounding

All students and instructors on a Visa will be grounded 45 days prior to Visa expiration. The 45 days grounding is to allow the student or instructor to renew their Visa prior to the expiration date. Grounding can be changed by Flight Training, up to the actual expiration date if required for training progress.

5.7 The scheduling of Stage Check, EOC, Eval and FAA Check Ride.

Prior to submitting a student for a Stage Check, EOC or Eval, the instructor needs to review the student's training records including their logbook, ETA records as well as preparing the student for associated tasks such as flight planning, W&B, lesson planning or other required tasks for the check.

Instructors are required to review the following prior to each check:

- Under the student's Training Records on ETA, confirm at least the following:
 - Each lesson is completed and logged properly
 - Verify all lessons prior to the stage check are completed with a satisfactory grade.
- That student has read and confirmed all FIF's

- Course Minimums are met for the respective stage
- Currencies such as Medical, Flight Review and Red Card (90-Day) are up to date
- Verify all required documents for that stage are entered in the document section of ETA
- Qualifications are met for each stage/EOC (Solo Endorsements, Written Tests, TSA, GS Graduations and so on)
- Ensure comments are entered where required
- Verify that the student will not be grounded or set on hold within the next few days
- Verify correct address under “Details” and emergency contact information

Prior to last stage check before EOC or prior to Eval, the instructor must complete a check ride request form on <https://forms.pea.com/checkride-request/>, an IACRA application (8710) and enter the proper endorsement(s).

The instructor must be present at the beginning of the Stage, EOC or Eval check to assist the student and Check instructor with paperwork.

FAA / DPE Check Ride

In order to schedule an FAA / DPE check ride, an applicant will need to satisfactorily complete the previous EOC or Eval depending on the course.

Upon satisfactory completion of the EOC or Eval, the Check Examiner will complete a Course Completion Form on <https://forms.pea.com/course-completion/>. Flight Training will arrange for

the check ride and will notify both the student and instructor (according to the check ride request form) in ETA.

Students must perform, at least, 1 ground and 1 flight session with their instructor per week until the Check Ride date to maintain proficiency.

Note: The applicants' Instructors shall attend the initiation of the Check Ride to assist the examiner and student with paperwork and preparation for the check ride. All paperwork such as IACRA (8710), endorsements must be completed and signed prior to the check ride.

5.8 Observers/Back-Seating

Back-Seating of training flights is allowed by the PEA Flight Training Department under the following conditions: The observing student is in the same or similar course of training (e.g. CFII applicant on IRC Flight), proper Weight & Balance completed, approved by IP and SP, and maximum one (1) observer. The Flight Training Department can make exceptions at their discretion.

5.9 Rental of PEA Aircraft

Prior to the rental of any PEA aircraft, a student will need an instructor check-out with a PEA instructor within 90 days of the rental date in the specific make and model of aircraft. Upon completion of a check-out flight, the student will need to complete a rental agreement ("Red Card") form that will include pilot information.

Chapter 6 – Flight Operations

6.1 General

All flights must be planned using the guidelines contained in FAR 91.103. To assist with these responsibilities, FAA flight plan forms, navigation logs, and W&B information are available for each aircraft. For all flights, pilots must study the current sectional chart and familiarize themselves with all information pertinent to the flight. In addition, pilots must have current checklists and charts on board the aircraft during all flights.

All pilots are required to comply with all current FAR's and PEA policies and procedures.

6.1.1 Pilots

Pilots should never attempt a flight unless they are well rested and prepared for each flight. As a reminder a pilot shall always review the I'M SAFE checklist (**I**llness, **M**edications, **S**tress, **A**lcohol, **F**atigue and **E**motions) before flight. It is the pilot's responsibility to make sure this is observed, and students should always be aware of their schedule in order to prepare and rest accordingly.

Safety is and will always be our number one focus and shall never be jeopardized. Failure to comply with this may result in a no-show or other consequence as appropriate.

6.1.2 Equipment

For all flight operations it is each pilot's responsibility to comply with the respective FAR's. In addition, each crew shall ensure that they bring proper equipment such as current charts, navigation equipment, "hood", flight plan and performance data.

6.1.2.1 iPads / Electronic Flight Bags

Although the use of iPads is authorized, student pilots are still recommended to learn from and carry their paper charts and make a progressive transition to electronic flight bags.

An iPad may be used as a reference with a minimum 35% charge on the iPad with the most current updates or **current** paper approach plates and navigation charts prior to any departures. Students without these requirements will be issued a “No-Show Unprepared”. The use of iPads also does not eliminate the need of understanding charts and how to plan local or cross-country flights.

NOTE – An iPad is NOT a substitute for performing preflight actions in accordance with the Federal Aviation Regulations. If ramp checked by the FAA, the PIC must be able to prove they have fulfilled the preflight actions.

6.1.2.2 Cellphone

The use cell phones while the aircraft engine(s) is(are) running is prohibited unless deemed necessary by the PIC as a resource in an abnormal or emergency situation.

6.1.3 Check-In Procedures

All students are to check-in with Dispatch at least 30 minutes prior to the event start time in ETA for a flight activity. The check-in time provides adequate time for planning and pre-flight preparation to ensure an on-time departure. Students not checked in by the ETA check-in time, will receive a "No-Show" by Dispatch.

It is recommended that students arrive at least one (1) hour prior to the scheduled departure time to ensure that adequate time is available for thoroughly planning the flight.

In addition to the regular check in, solo operations might need additional verification of paperwork and/or qualifications, such as the student's "Red-Card", which must be done prior to authorizing the activity, and flight planning for solo cross-country lessons, which must be verified by both the Instructor and Flight Training.

When the weather conditions are questionable for accomplishing a lesson or stage check, students and Flight Instructors are expected to ensure that the student and Instructor jointly determine if the flight will be "weathered". When there is no question that the weather will not permit the activity to be completed and both the student and the instructor agree to cancel prior to activity, the Flight Instructor and student shall ask the Flight Training Department to cancel or change the activity to another optioned unit. Both students and instructors should look for the most favorable outcomes to make sure adequate training is being given and proper course progression is being accomplished.

Students scheduled for any flight (dual or solo) must prove their identity before they receive an aircraft clipboard or aircraft keys. Specifically, they must show their ID badge to the Flight Dispatcher who will be issuing the clipboard or keys. This means a student showing up early for their aircraft, so they might pre-flight it prior to the instructor's arrival, must show their credentials prior to receiving any keys or clipboard.

Access to an airplane for any other reason, such as "dry time", etc. is not permitted.

Students must present the appropriate current METAR, TAF, and cross-country weather during the briefing with their Flight Instructor. At the completion of the activity and after all appropriate times are entered during debriefing, the student and instructor will enter their respective PINs. This action is be considered an agreement to the recorded times. It is extremely important that the debrief process be followed immediately after each activity to give the student flight and academic credit for the activity and provide an end of course read-out acceptable to the FAA as a record of training. The instructor should ensure that all times in the ETA record match the student's logbook. The student is responsible for ensuring that all recorded times are accurate in ETA and their personal logbook after solo activities (Flight Training may assist if needed).

6.1.4 PEA Weather Minimums

Weather minimums for solo flights will be controlled by Flight Training. Dual flights will be controlled by the weather required to accomplish the scheduled training. However, PEA will not fly VFR in weather conditions less than those outlined in FAR 91.155. Good judgment must be used to ensure that the pilot's personal limitations are not exceeded. In addition, the following restrictions apply to all PEA flight operations:

DUAL OPERATIONS					
Type of Operation	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max
VFR	1000'	3SM	20KTS	25KTS	POH
IFR	600'	1SM	20KTS	25KTS	POH
	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max

SOLO OPERATIONS					
Pilot Qualification	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max
Student Pilot	1500'	6SM	12KTS	12KTS	7KTS
Private Pilot	1500'	5SM	15KTS	20KTS	10KTS
Instrument Rated	1000'	3SM	15KTS	20KTS	10KTS
Commercial Pilot (instrument rated)	1000'	3SM	15KTS	20KTS	10KTS
ATP	600'	1SM	20KTS	25KT	POH
	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max

FLIGHTS OUTSIDE OF THE ABOVE PARAMETERS MUST BE APPROVED BY FLIGHT TRAINING

NO FLIGHTS FOR GUSTS ABOVE 28KTS

6.1.5 Hazardous Weather

Thunderstorms are one of the major weather hazards to aircraft in flight. Vertical currents in the thunderstorm have been measured at 150 kts. ATC may aid in avoidance of thunderstorms if their workload permits. However, radar limitations, communication congestion, and location relative to the observed weather should be taken into consideration. The primary responsibility of ATC is traffic separation.

In lieu of the above, the following restrictions are placed on all PEA aircraft:

1. No aircraft may take-off or land when weather associated with a thunderstorm is affecting the airfield.

2. PEA aircraft will not be flown into any thunderstorm and extreme caution must be used when flying in clouds to avoid embedded thunderstorms.

3. It is company policy that during times of convective activity; all pilots in the local area (North and South Practice Areas and Local Practice Approaches) are **required to monitor 121.95** for any changes to flight status.

4. If a change is initiated from Flight Training or Dispatch, a call will be made to all local aircraft on **121.95**. This call may be informational in nature or may advise all aircraft to return to KDAB or divert as soon as practicable.

6.1.6 Fuel Requirements

Prior to operating PEA aircraft, each pilot must be familiar with the information contained in the POH relating to the normal and emergency operations of the fuel system and description of the fuel system. All aircraft will land with the fuel reserves specified in FAR 91.151 and 91.167. Additional fuel requirements for all flights will be that the longest flight time will not exceed 65% of the usable fuel capacity.

6.1.7 Pre and Post Flight Briefings

All instructors are required to conduct a pre-flight and a post-flight brief with their student for each lesson. The pre/post brief is a part of each flight lesson, including solo lessons.

During the Pre-brief the instructor will brief the student on the lesson to be conducted, procedures and plan of action. A review of all required documentation and equipment required for this lesson should be completed

at this time. This should include current charts, certificates, manuals, checklist, and equipment, such as flight computer, “hood” and so on as appropriate for that specific lesson.

The post-brief should be a review of the completed lesson. This shall also be where the student will be given assignments and briefed on the next lesson such as study material, flight plans to prepare and equipment to bring for the next lesson.

6.1.8 Pre-Flight Inspection

All students and instructors **MUST** perform their own pre-flight inspections before every flight and/or flight leg. Instructors should be present for their students' pre-flight inspections to ensure adequate actions are made. After observing and helping the student performing his/her pre-flight inspection, the instructor **MUST** move to perform his/her own.

If any discrepancies are found, they must be notified to Dispatch, and the airplane grounded for inspection. In case discrepancies are found away from the home airport, the Chief Flight Instructor, Safety Director, Director of Maintenance and Director of Operations must also be notified.

6.1.9 Post-Flight Inspection

All students and instructors **MUST** perform their own post-flight inspections. Instructors should be present for their students' pre-flight inspections to ensure adequate actions are made. After observing and helping the student performing his/her pre-flight inspection, the instructor **MUST** move to perform his/her own.

If any discrepancies are found, they must be notified to Dispatch, and the airplane grounded for inspection. An airplane is never to return to service

by a pilot if not considered in an airworthy condition. In case discrepancies are found away from the home airport, the Chief Flight Instructor, Safety Director, Director of Maintenance and Director of Operations must also be notified.

6.1.10 Checklist Usage

Checklist usage and discipline must be emphasized in the crew environment to help ensure safe and efficient flight operations at Phoenix East Aviation Inc. and in preparing students for careers as professional pilots.

All checklists are accomplished by either a “Do/Verify” or “Challenge/Response” methodology. The “Read/Do” methodology has been eliminated as an acceptable means of conducting the checklist. The principle advantage of the “Do/Verify” philosophy provides for setup redundancy.

Setup redundancy occurs when the aircraft is configured from memory (“Flow”) and the checklist is used only to verify that all items have been accomplished properly. Therefore, if an item is missed in a flow check, a second opportunity exists to catch the missed item during the checklist procedure. While the “Do/Verify” method may require additional “dry” time to learn the “flows”, when practiced and perfected, the level of a truly professional pilot will be attained.

Consistent with the “Do/Verify” philosophy, the checklist must be used to back up the flow even though a memorized flow check shall be employed. A memory-guided checklist (no verification of the flow with the checklist) is unacceptable and not consistent with safe flight operations. In addition,

visual verification that a switch or control is in the correct position is mandatory when accomplishing the checklist.

The only exception to the “Do/Verify” philosophy occurs when conducting Abnormal Checklist items. These items are not performed as part of a flow but as “Read/Do”. The initiation and completion of all checklists shall be announced by the executing crewmember or the challenging crewmember in the case of a “Challenge/Response” checklist (e.g., “Before Start Checklist”.....“Before Start Checklist Complete”).

The initial callout allows the crew to concentrate on the checklist being performed, and the completion call is a necessary action to allow the crew to mentally move to other areas of operation with reassurance that the previous checklist is complete.

Use the specific wording of each Challenge and Response for all normal situations. When an item allows a choice of responses, such as” Pitot Heat...Off (On)”, the choices are listed, and the appropriate response shall be given. The first response is the most probable control position, while the response in parentheses is the least probable control position. When a checklist response does not allow for the use of a specific switch position, the following terms should be used as a response:

SET: Indicates that panel switches/knobs must be moved to or in the appropriate position.

CHECK: Indicates that controls/other systems must be evaluated/tested.

INSPECT: Indicates that equipment must be visually checked for damage and security.

Any interruption in accomplishing a checklist (other than for “Final Items” or routine communications) requires the checklist to be repeated to

ensure prevention of any checklist item from being missed as a result of the interruption.

The “Sterile Cockpit” concept shall be employed on the ground and in critical phases of flight to help ensure that critical checklists are accomplished correctly, and situational awareness is not compromised. Sterile cockpit refers to the elimination of nonessential conversation, excluding conversation necessary for safe flight operations or flight instruction. Finally, clear communications shall be used when changing system configuration or during exchange of the flight controls.

6.1.11 Seating Height Position

For safe and consistent flight operations it is essential that all pilots maintain a proper seating height position. All instructors shall instruct all students on proper seating positions and for consistency it is essential that each pilot maintain the same seating height for each flight to ensure safe takeoff and landings as well as maneuvers and in-flight operations.

6.1.12 LAHSO

In accordance with PEA policy, which is set forth in this manual, PEA aircraft may accept LAHSO from ATC. The following procedures must be followed:

1. LAHSO is only to be conducted on dual flights.
2. Clearance can be accepted as follows: "Cleared to land Runway 16, hold short Runway 7L", or "Cleared to land Runway 7L, hold short Taxiway W".
3. Pilots must touchdown prior to the beginning of touchdown zone markings (500 feet from threshold).

4. In the event that the student is unable to accomplish the criteria established above, consider a go-around procedure or the instructor must take over the controls and land the aircraft.

5. LAHSO operations can only be conducted on dry runway conditions.

6. LAHSO operations can only be conducted between sunrise and sunset.

7. LAHSO shall only be conducted with ATC clearance and only on dual flights.

6.1.13 Intersection Departures

The table below defines the intersections which PEA aircraft can accept for intersection departures at KDAB airport.

Intersection Departures (KDAB)			
Runway	C-172	PA-34	DA-42
7L	FL, N1, N2, N3, N4, N5, N6	FL, N1, N2, N3, N4, N5	FL, N1, N2, N3, N4, N5
7R	FL	Not Allowed	Not Allowed
16	FL	FL	FL
25R	FL, N11, N10, N9	FL, N11, N10, N9	FL, N11, N10, N9
25L	FL	Not Allowed	Not Allowed
34	FL	FL	FL

FL = Full Length

6.1.14 Touch and Go Procedures

Touch-and-Go

A Touch-and-Go means after touchdown you will:

1. Remain straight on the centerline with appropriate crosswind correction.
2. Select flaps to the retracted position after landing and confirm they are retracted visually
3. Check all engine gauges and instruments
4. Open the throttle smoothly, remember to **never** slam your throttle in (forward)
5. Continue normal takeoff procedures and call outs

Due to the fact you have momentum and speed when you land, the takeoff run for a touch-and-go is relatively short.

Touch-and-go operations in crosswind conditions should be assessed by the instructor to determine if they are appropriate.

Stop-and-Go

A Stop-and-Go means after touchdown you will:

1. Remain straight on the centerline with appropriate crosswind correction and come to a **complete stop** on the runway
2. Select flaps to the retracted position after landing and visually confirm they are retracted
3. Check all engine gauges and instruments
4. Open the throttle smoothly, remember to **never** slam your throttle in (forward)
5. Continue normal takeoff procedures and call outs

Ensure after landing you look at the runway length and determine it sufficient for a safe takeoff depending on where the plane comes to a final rest. If unsure exit runway and taxi back to start of runway.

Limitations

- The first landing at any airport **must be a full stop taxi back**
- After full stop landing, IP to determine if conditions (wind, traffic, runway contaminants) are suitable for Touch-and-Go operations and brief the student (if applicable) on Touch-and-Go procedures prior to takeoff
- Touch-and-go / stop-and-go operations are only to be conducted with a Phoenix East instructor on-board the aircraft
- All solo operations must be full stop taxi back landings
- Touch-and-go operations are prohibited at night
- Stop-and-Go operations are permitted at night (see table)
- If touchdown point is not in the first third of a runway, then you must go-around
- Make sure you have obtained the appropriate clearance from ATC for the type of landing to be conducted
- Operations at airports are determined by using the minimum runways lengths in the table. **These lengths are to be strictly adhered to.**

Minimum RWY lengths		
Aircraft	Touch and Go	Stop and Go
C-172	3000ft	5000ft
PA-34	3500ft	8000ft
DA-42	3500ft	8000ft

6.1.15 Approved Airports

PEA has approved the use of the airports in the tables in the subsequent pages. Any flight conducted to an airport not listed in those tables need Flight Training approval. In case of a diversion the PIC must still comply with this list, and in case the situation deems necessary to use a different airport, the PIC must make the appropriate efforts to ask for permission and/or notify Flight Training of the occurrence.

The list is inclusive of all of PEA locations and pilots should be aware that extra limitations on airport might be imposed by each PEA location and as such students and instructors should become familiar with their local limitations.

FLIGHT OPERATIONS MANUAL

Approved Airports		
ID	Airport Name	City, State
ANB	Anniston Regional	Anniston, AL
PUJ	Paulding Northwest Atlanta	Atlanta, GA
AHN	Athens/Ben Epps	Athens, GA
AGS	Augusta Regional at Bush Field	Augusta, GA
BRY	Samuels Field	Bardstown, KY
BHM	Birmingham-Shuttlesworth International	Birmingham, AL
BCT	Boca Raton	Boca Raton, FL
VPC	Cartersville	Cartersville, GA
CHA	Lovell Field	Chattanooga, TN
CAE	Columbia Metropolitan	Columbia, SC
CMD	Cullman Regional-Folsom Field	Cullman, AL
DAB	Daytona Beach International	Daytona Beach, FL
EZM	Heart of Georgia Regional	Eastman, GA
FYM	Fayetteville Municipal	Fayetteville, TN
FHB	Fernandina Beach Municipal	Fernandina Beach, FL
FLO	Florence Regional	Florence, SC
FXE	Fort Lauderdale Executive	Fort Lauderdale, FL
4A9	Isbell Field	Fort Payne, AL
FPR	Treasure Coast International	Fort Pierce, FL
GAD	Northeast Alabama Regional	Gadsden, AL
GNV	Gainesville Regional	Gainesville, FL
GSO	Piedmont Triad International	Greensboro, NC
PRN	Mac Crenshaw Memorial	Greenville, AL
GRD	Greenwood County	Greenwood, SC
HSV	Huntsville International-Carl T Jones Field	Huntsville, AL
IMM	Immokalee Regional	Immokalee, FL
JAN	Jackson-Medgar Wiley Evers International	Jackson, MS
CRG	Jacksonville Executive at Craig	Jacksonville, FL
JAX	Jacksonville International	Jacksonville, FL
VQQ	Cecil	Jacksonville, FL
EYW	Key West International	Key West, FL
ISM	Kissimmee Gateway	Kissimmee, FL
TYS	Mc Ghee Tyson	Knoxville, TN
LGC	Lagrange-Callaway	Lagrange, GA
LCQ	Lake City Gateway	Lake City, FL
LAL	Lakeland Linder International	Lakeland, FL
LEE	Leesburg International	Leesburg, FL
LOU	Bowman Field	Louisville, KY

Approved Airports (cont.)		
ID	Airport Name	City, State
MAC	Macon Downtown	Macon, GA
MTH	The Florida Keys Marathon International	Marathon, FL
MLB	Melbourne Orlando International	Melbourne, FL
MEI	Key Field	Meridian, MS
COI	Merritt Island	Merritt Island, FL
OPF	Miami-Opa Locka Executive	Miami, FL
TMB	Miami Executive	Miami, FL
TNT	Dade-Collier Training and Transition	Miami, FL
BFM	Mobile Downtown	Mobile, AL
MGM	Montgomery Regional (Dannelly Field)	Montgomery, AL
LRO	Mt Pleasant Regional-Faison Field	Mount Pleasant, SC
MYR	Myrtle Beach International	Myrtle Beach, SC
APF	Naples Municipal	Naples, FL
EVB	New Smyrna Beach Municipal	New Smyrna Bch, FL
OCF	Ocala International-Jim Taylor Field	Ocala, FL
OBE	Okeechobee County	Okeechobee, FL
SFB	Orlando Sanford International	Orlando, FL
OMN	Ormond Beach Municipal	Ormond Beach, FL
PHK	Palm Beach County Glades	Pahokee, FL
28J	Kay Larkin	Palatka, FL
FIN	Flagler Executive	Palm Coast, FL
ECP	Northwest Florida Beaches International	Panama City, FL
PNS	Pensacola International	Pensacola, FL
PMP	Pompano Beach Airpark	Pompano Beach, FL
PGD	Punta Gorda	Punta Gorda, FL
RMG	Richard B Russel Regional - J H Towers Field	Rome, GA
SRQ	Sarasota/Bradenton International	Sarasota/Bradenton, FL
SAV	Savannah/Hilton Head International	Savannah, GA
SGJ	Northeast Florida Regional	St. Augustine, FL
PIE	St. Pete-Clearwater International	St. Petersburg-Clearwater, FL
SSI	St. Simons Island	St. Simons Island, GA
SUA	Witham Field	Stuart, FL
TLH	Tallahassee International	Tallahassee, FL
OPN	Thomaston-Upson County	Thomaston, GA
HQU	Thomson-Mcduffie County	Thomson, GA
TIX	Space Coast Regional	Titusville, FL

Approved Airports (cont.)		
ID	Airport Name	City, State
VLD	Valdosta Regional	Valdosta, GA
VRB	Vero Beach Regional	Vero Beach, FL
AYS	Waycross-Ware County	Waycross, GA
PBI	Palm Beach international	West Palm Beach, FL
F45	North Palm beach County Regional Aviation	West Palm Beach, FL
X60	Willinston Municipal	Williston, FL
GIF	Winter Haven Regional	Winter Haven, FL

Note: Phoenix East Aviation does not operate to Deland (KDED) or Massey Ranch (X51) airport nor to any soft field airports without FT approval.

6.2 Ramp Operations

6.2.1 General

All personnel should be on the alert for ground service vehicles, taxiing aircraft, and spinning propellers when walking on the aircraft ramp. Additionally, verify that the Master switch and Ignition switch are turned off prior to approaching propellers. PEA aircraft will be taxied at a speed equivalent to a slow walk on the ramp area.

6.2.2 Ramp Safety

The PIC is responsible for ensuring wingtip clearance while operating near other aircraft or ground service vehicles. Yellow lines only indicate the center of the taxiway and do not necessarily provide wingtip clearance. In addition, ground support personnel are not responsible for the wingtip clearance.

If in doubt, stop the aircraft, perform engine shutdown, and visually determine that adequate clearance exists.

At the completion of each flight, the PIC's responsibility will be to determine that aircraft tie-downs are secured, and the aircraft is free from any trash. Fines will be issued upon determination of non-compliance. Smoking and/or vaping are prohibited while aboard or near any PEA aircraft and while on the ramp. Loading and unloading passengers or crew while the engine is running is prohibited.

The PIC must not allow PEA aircraft to be started while an aircraft in the adjacent parking spot is being re-fueled. Prior to fueling, the PIC must verify that the engine is turned off, master switch is turned off, and the aircraft is vacant. During cross-country flights, the PIC is responsible for determining that the aircraft is properly grounded prior to being re-fueled and the proper grade of fuel is used.

6.2.3 Aircraft Refueling

Under NO circumstances will a student or instructor be in an aircraft while it is being fueled. Along with this condition, all electrical switches will be OFF, and keys NOT in ignition.

6.3 Local Operations

6.3.1 General

This section contains procedures for operations in the local area, including those airports located in the Practice Area that are approved for use by Phoenix East Aviation aircraft.

Filing flight plans for operations to approved airports within the practice area are not required; however, pilots must indicate their destination to dispatch and advise of any changes.

Prior to all departures included local flights, all pilots are required to comply with current FAR's. Pilots should review and verify all information required by FAR Part 91.103 regarding weather, NOTAMs, TFR's and performance as well as review all FIF's and the lesson plan for each flight.

6.3.2 Call Sign

PEA uses "JED EAST 'XX'" as a call sign for their flights ("Jed East Eight Zero Five" as example) . As such, all flights conducted with PEA aircraft will use the respective call sign assigned the airplane being used.

Call signs might change as they are made in agreement with the FAA and ATC facilities. In such cases PEA will notify all pilots via Flight Information Files on ETA.

6.3.3 Noise Abatement

All PEA aircraft shall comply with all local noise abatement procedures at all airports. The PEA Flight Aide provides Noise Abatement procedures for Ormond Beach (KOMN), New Smyrna Beach (KEVB) and Daytona Beach (KDAB). Note that in the North Practice Area (NPA) on OMN VOR 285° radial / 11.7 NM there is an Exotic Bird Farm. All aircraft are to avoid operations in that area and below 1000ft AGL as per the PEA Flight Aide.

6.3.4 Practice Areas

Due to the high amount of traffic in the practice areas surrounding Daytona Beach, pilots are expected to exercise extreme caution while

operating in the area. Effective use of position reports and effective scanning techniques are important to maintain a safe operation.

Phoenix East Aviation along with local flight schools and the FSDO has developed practice areas with respective CTAF frequencies. Please refer to the Phoenix East Aviation Pilot Flight Aide (PFA) and to the Safety Practice in the links section of ETA for further information regarding local practice areas.

Note: Phoenix East Aviation does not operate to Deland (KDED) or Massey Ranch (X51) airport nor to any soft field airports without FT approval.

6.3.5 Special Use Airspace

There are several Restricted, Military Operating Areas and complex airspace in the area surrounding Daytona Beach. Pilots are expected to exercise extreme caution near these airspaces.

With the Space program at Kennedy Space Center there may be TFR's issued in relation to space operations. It is therefore important that all crews review any airspace restrictions prior to departure.

Penetration/violation of any restricted or prohibited airspace will result in termination from the flight program.

6.3.6 Daytona LOA

Phoenix East Aviation has a signed LOA with Daytona Beach International Airport for local operations and procedures. PEA publishes this LOA as an FIF in ETA, and each pilot operating in the Daytona area must become familiar with such document.

6.4 Cross-Country Operations

6.4.1 General

An appropriate flight plan must be filed for all flights outside of the local practice areas. A chart depicting the practice areas is found in the PEA Flight Aide. A navigation log must be completed and utilized for each cross-country flight. Destination(s) and time for each leg and due back time must be given to dispatch prior to departure. Cross-country flights must be planned in accordance with the pertinent FARs. An approved PEA cross-country list is available on ETA for a given lesson. This list will guide the instructor and student so that the requirements will be met for all lessons.

During enroute stops, caution should be used when parking the aircraft. Pilots and instructors should monitor refueling to ensure the proper grade of fuel is used. The PIC must verify that FAR 91.103 is complied with and that the TOLD card is completed.

Dispatch must be notified at the end of each leg when safe to do. This notification should include the time of arrival at the airport, ETD and ETA for the next leg. In the event of an unscheduled delay or off airport landing, dispatch must be notified via telephone and advise them of the situation. The aircraft should be secured at all times.

6.4.2 Dispatching Cross-Country Flights

The appropriate cross-country track log must be filled out, stating the correct destinations and ETD/ETA for each leg of the flight. Any delay of departure or during the flight need to be communicated to dispatch as soon as possible.

The instructor should advise the student to carry sufficient funds for refueling the aircraft and a possible overnight stay if one should occur.

6.4.3 Dispatching Solo Cross-Country Flights

The instructor must verify the student pilot has the appropriate endorsements, a completed navigation log, and any other items required for the cross country.

The endorsements need to be scanned in order to be given a qualification required for each flight. In order for the student pilot to be dispatched in an aircraft for solo, the flight instructor must be present and the flight must be authorized by FT.

The appropriate cross-country track log must be filled out, stating the correct destinations and ETD/ETA for each leg of the flight. Any delay of departure or during the flight need to be communicated to dispatch as soon as possible.

The instructor should advise the student to carry sufficient funds for refueling the aircraft and a possible overnight stay if one should occur.

The instructor shall also be available to assist the student in the event of issues during the solo flight.

6.4.4 Departure and Enroute Procedures

The weather must be checked prior to and during the flight. The PIC must call dispatch as soon as practicable after landing at each destination. During this call, you should inform dispatch that you have arrived and your ETA at the next destination. Adequate time should be allocated for refueling and any other delays.

Any delay of departure must be reported to dispatch as soon as practical.

6.4.5 Fueling

Each aircraft has on its flight bag a PEA credit card to be used for fueling purposes. Usage of the card is strictly for fuel, oil and expenses related to operate an aircraft in PEA approved airports.

In the event of issues utilizing the card each pilot should be prepared to cover the expenses and, in such cases, ask for reimbursement by completing the appropriate form for reimbursement found in PEA dispatch.

Credit card only receipts will not be accepted unless the gallon amount is imprinted.

If the FBO only gives you the credit card receipt, please ask them for a fuel sheet so you can be reimbursed.

You may use any PEA authorized FBO; however, you will have to pay the difference between our authorized FBO price/gallon, and the one of your choice. A fuel surcharge may be imposed on the hourly rate for the aircraft.

Changes to the fuel surcharge will be posted via ETA when applicable.

6.4.6 Diversions

In the event of any deviation from the flight plan, it is essential for operations that pilots notify dispatch as soon as practical. During a deviation from your flight plan you need to ensure that you are acting in accordance with FARs as well as ATC.

Remember that safety comes first in all and any circumstances.

6.4.7 RON (Remain Over Night)

Due to the reasons beyond the pilot's control, one may be required to stay overnight prior to returning to KDAB. When a PEA aircraft is required

to accomplish an unscheduled RON, the following procedures will be followed:

1. PIC will contact dispatch after landing and provide the following information:

- Airport identifier
- FBO
- Telephone number
- Reason for RON
- Aircraft condition
- Proposed time of departure

2. Prior to departure, the PIC will notify dispatch and provide the following information:

- Proposed departure time
- Route of flight
- Fuel on board
- Fuel required for flight
- Enroute weather
- Runway available for take-off
- Runway required for take-off
- Estimated time enroute (ETE)

Pilots should consider the possibility of unscheduled RON and carry sufficient funds in order to sustain themselves in such a situation.

6.4.8 Arrivals

All cross-country flights must be planned so they will return to Daytona Beach prior to the due back time and prior to dispatch closing (refer to chapter 5.1 for hours of operation).

Should any delay occur during flight that will prevent return prior to closing, the flight will remain overnight (RON).

6.4.9 Approved Cross Country Routes

Only the following cross-country routes are approved by PEA. If a pilot wishes to conduct a cross country outside of the parameters below, approval from Flight Training must be granted.

APPROVED CROSS COUNTRY ROUTES			
PRIVATE			
L36, L37, L38/42			
KDAB	KGNV	KDAB	
KDAB	KCRG	KDAB	
KDAB	KMLB	KDAB	
KFIN	KVQQ	KFIN	
KFIN	KOCF	KFIN	
KFIN	X60	KFIN	
KFIN	KTIX	KFIN	
KFIN	KLCQ	KFIN	
KFIN	KCTY	KFIN	
KHWO	KPHK	KAPF	KHWO
KHWO	KPHK	KIMM	KHWO
KHWO	KSUA	KHWO	
KHWO	KPHK	KHWO	Solo only
KHWO	KIMM	KHWO	Solo only
KHWO	KAPF	KWHO	Solo only
KRYY	KAHN	KRYY	
KRYY	4A9	KRYY	
KRYY	KANB	KRYY	
KRYY	KCHA	KRYY	
KRYY	KGAD	KRYY	
L43 (Long Solo XC)			
KDAB	KGNV	KCRG	KDAB
KDAB	KGNV	KOCF	KDAB
KDAB	KVRB	KMLB	KDAB
KDAB	KGNV	KSGJ	KDAB
KDAB	KCRG	KSGJ	KDAB
KFIN	KGNV	KSGJ	KFIN
KFIN	KOCF	KSGJ	KFIN
KFIN	KCTY	KGNV	KFIN
KFIN	KLCQ	KGNV	KFIN
KFIN	KGNV	KVQQ	KFIN
KHWO	KPHK	KIMM	KHWO
KHWO	KPHK	KAPF	KHWO
KHWO	KAPF	KIMM	KHWO

INSTRUMENT			
L49 and L55			
KDAB	KSSI	KDAB	
KDAB	KISM	KDAB	
KDAB	KMLB	KDAB	
KDAB	KGNV	KDAB	
KDAB	KCRG	KDAB	
KFIN	KSSI	KFIN	
KFIN	KOCF	KFIN	
KFIN	KTIX	KFIN	
KFIN	KGNV	KFIN	
KFIN	KCRG	KFIN	
KHWO	KAPF	KHWO	
KHWO	KFPR	KHWO	
KHWO	F45	KHWO	
KRYY	KGAD	KRYY	
KRYY	KCHA	KRYY	
KRYY	KAHN	KRYY	
KRYY	KOPN	KRYY	
L53 (Long XC)			
KDAB	KTLH	KGNV	KDAB
KDAB	KFPR	KLAL	KDAB
KDAB	KSRQ	KMLB	KDAB
KDAB	KPIE	KMLB	KDAB
KDAB	KPIE	KGNV	KDAB
KFIN	KTLH	KGNV	KFIN
KFIN	KFPR	KTIX	KFIN
KFIN	KPIE	KDAB	KFIN
KFIN	KPIE	KGNV	KFIN
KFIN	KSSI	KGNV	KFIN
KHWO	KSRQ	KPGD	KHWO
KHWO	KMLB	KVRB	KWHO
KRYY	KLGC	KHQU	KRYY
KRYY	KBHM	KHSV	KRYY
KRYY	KBHM	KLGC	KRYY

APPROVED CROSS COUNTRY ROUTES (cont.)

CPSETC			
L3 and L7			
KDAB	KFPR	KDAB	
KDAB	KSSI	KDAB	
KDAB	KPIE	KDAB	
KHWO	KPGD	KHWO	
KHWO	KMLB	KHWO	
KHWO	KEYW	KHWO	
KRYY	KBHM	KRYY	
KRYY	KMGM	KRYY	
KRYY	KCMD	KRYY	
KRYY	KFYM	KRYY	
KRYY	KTYS	KRYY	
KRYY	KGRD	KRYY	
KRYY	KHQU	KRYY	
KRYY	KHSV	KRYY	
L13 (Long XC)			
KDAB	KAGS	KSAV	KDAB
KDAB	KECP	KGNV	KDAB
KDAB	KMTH	KMLB	KDAB
KWHO	KCRG	KPHK	KHWO
KRYY	KLRO	KAHN	KRYY
KRYY	KJAX	KAYS	KRYY
KRYY	KBFM	KPRN	KRYY
KRYY	KJAN	KMEI	KRYY
KRYY	KLOU	KBRY	KRYY
KRYY	KFHB	KSSI	KRYY

AARMELI			
L12 and L13			
KDAB	KFPR	KDAB	
KDAB	KSSI	KDAB	
KDAB	KPIE	KDAB	
KHWO	KPIE	KWHO	
KHWO	KLAL	KWHO	
KHWO	KEYW	KWHO	
KHWO	KDAB	KWHO	
KHWO	KSIM	KWHO	

CPMETC			
L13 and L15			
KDAB	KFPR	KDAB	
KDAB	KSSI	KDAB	
KDAB	KPIE	KDAB	
L20 and L23			
KDAB	KISM	KDAB	
KDAB	KMLB	KDAB	
KDAB	KGNV	KDAB	
KDAB	KCRG	KDAB	
KDAB	KFPR	KDAB	
KDAB	KSSI	KDAB	
KDAB	KPIE	KDAB	
L26			
KDAB	KAGS	KSAV	KDAB
KDAB	KECP	KGNV	KDAB
KDAB	KEYW	KMLB	KDAB
KDAB	KMTH	KMLB	KDAB

ANY ROUTE FOR ANY LESSON NOT PRESCRIBED ON THE TABLE ABOVE MUST HAVE FLIGHT TRAINING'S APPROVAL

6.5 Night Operations

6.5.1 General

Night dual flights are restricted to the designated practice areas. An exception to this rule is a cross-country flight that is required to be accomplished at night according to the PEA Training Course Outline (TCO).

For Multi Engine Aircraft, Single Engine or simulated single engine operations are **prohibited at night**.

6.5.2 Night Solos

Night solo flights are restricted to the designated practice areas. An exception to this rule is a cross-country flight that is required to be accomplished at night according to the PEA Training Course Outline (TCO).

Chapter 7 – Maintenance

7.1 General

All PEA airplanes are maintained in accordance with FAA regulations. If any issues with an aircraft are noted during preflight or a lesson the airplane needs to be grounded. When grounding an airplane, the pilot will need to fill out maintenance issue log with as detailed an explanation as possible to assist maintenance personnel in addressing the problem. For other issues or inquiries that do not require the airplane to be grounded, please see the Director of Maintenance (DOM) or any FT personnel.

7.2 Reporting Procedures

When an aircraft is found un-airworthy, the PIC will need to enter the discrepancy in the airplane maintenance log. The PIC will also need to inform dispatch so the airplane can be grounded in ETA to prevent dispatching that airplane.

Issues with an airplane that do not affect the airworthiness, but might limit the operations on that specific airplane, shall be addressed to dispatch, Director of Maintenance, Director of Operations, and or Flight Training.

Chapter 8 - Emergency Operations

8.1 General

This chapter contains policies and guidelines for all PEA personnel involved in various emergency situations. At no time is it intended that any of these guidelines supersede any emergency procedure detailed in the approved Pilot Operating Handbook (POH) and/or Aircraft Flight Manual. Each pilot is responsible for accomplishing Emergency Checklist items as specified by the aircraft manufacturer in the approved and current POH/AFM or checklist. For the purposes of this section, “emergency” describes those situations that would cause departure from the normally planned activity or operation.

When an emergency occurs, the primary duty of the pilot is to fly the aircraft. Listed below are three basic rules to remember that will immeasurably aid a safe emergency situation resolution:

- **MAINTAIN AIRCRAFT CONTROL**
- **ANALYZE THE SITUATION AND TAKE CORRECTIVE ACTION**
- **LAND AS SOON AS CONDITIONS PERMIT**

It must be remembered that above all else, the PIC is the final authority as to how the emergency situation will be handled. However, if time permits, the assistance offered by PEA, ATC, or FSS often provides helpful ideas that may have otherwise been overlooked by the PIC.

Some emergencies are more immediate than others. Emergency procedures may require steps to be performed from memory. These steps will be denoted as memory items on the appropriate checklist and the Flight

Standards Manual. Pilots will demonstrate proficiency in the use of memory items as well as checklist implementation. Memory items will be evaluated on each stage, EOC or Eval check.

In general, if an emergency situation arises, an attempt should be made to contact PEA Dispatch to notify and/or obtain assistance before any final decisions are made. The situation may not permit sufficient time for immediate notification because, as always, keeping the aircraft safe and under control is the first priority.

8.2 Accident Cause Factors

The FAA has identified the 10 most frequent cause factors for general aviation accidents according to the Airman's Information Manual 7-5-1. The following identifies these factors and the corrective action instituted by PEA to minimize their effect. It is the flight instructor's responsibility to follow and teach this information to each student who is operating PEA aircraft.

1. Inadequate preflight preparation and/or planning.

All flights will be planned following the guidance contained in 91.103. To assist with the preflight action, a Weight and Balance/Performance program is available on PEA computers named "A/C WB New Format" which can be utilized for each flight. This program along with the approved Aircraft Flight Manual (AFM) or Pilots Operating Handbook (POH) can be used for preflight actions. In addition to the requirements of the Federal Aviation Regulations (FAR), pilots are expected to be familiar with the location of obstructions in local training areas, enroute phases, and each airport of intended landing. The instructor is required to verify that the preflight planning is completed for each flight and to ensure the aircraft is operated within its performance capabilities.

2. Failure to obtain and/or maintain flying speed.

Prior to departure, pilots must complete performance data to ensure runway length available is greater than the required runway length. In addition, departures are not authorized when the wind gusts associated with thunderstorms and/or frontal weather are affecting the airfield. Flight instructors are responsible for ensuring all procedures contained in the Flight Standards Manual (FSM) and the AFM or POH are adhered to. If there is a conflict between the FSM and the AFM/POH, the most restrictive should be applied.

3. Failure to maintain directional control.

Each instructor qualified to instruct in a multi-engine aircraft must be completely familiar with the information contained in FAR 23.149, minimum control speed, and the information outlined in Chapter 12 of FAA-H-8083-3C. Flight instructors are responsible for ensuring all procedures contained in the FSM and aircraft's AFM/POH are adhered to.

4. Improper level off.

Flight instructors are responsible for ensuring the aircraft is operated at or above the minimum safe altitude for the particular type of operation. During flight planning, flight instructors should verify that the following altitudes are identified and the flight plan is completed accordingly:

- For IFR flights:
 - MEA
 - Holding Altitudes
 - MOCA

- MSA
- For VFR flights
- MSA as described in FAR 91.119

5. Failure to see and avoid objects or obstructions.

Each pilot flying PEA aircraft shall be familiar with the illusions in flight and vision in flight. This information can be found in the Aeronautical Information Manual (AIM). Instructors should make sure PEA aircraft are operated above minimum safe altitudes at all times.

6. Mismanagement of fuel.

Prior to operating PEA aircraft, each pilot must be familiar with the information contained in the POH/AFM relating to the normal and emergency operations of the fuel system and description of the fuel system. All aircraft will land with fuel reserves specified in FAR 91.151 and 91.167 and the PEA company minimums in section 6.1 of this manual.

7. Improper in-flight decisions or planning.

To assist during in-flight decision making, PEA aircraft will be flown in accordance with this manual, FAR's, Airplane Flying Handbook (FAA-H-8083-3C), Pilots Handbook of Aeronautical Knowledge (FAA-H-8083-25A), Instrument Flying Handbook (FAA-H-8083-15A), Aeronautical Information Manual, Aircraft Flight Manual, Pilot's Operating Handbook, and any other pertinent publication.

8. Misjudgment of distance and speed.

To assist in overcoming this problem, performance data will need to be filled out before each flight in accordance with FAR 91.103. The instructor will be responsible to ensure the performance data is correct and the aircraft is operated within the prescribed performance envelope.

9. Selection of unsuitable terrain.

Information contained in the Airplane Flying Handbook (FAA-H-8083-3C), Chapters 7 and 18 shall be used as a guidance when flying ground reference maneuvers and emergency procedures.

10. Improper operation of flight controls.

The instructors shall determine the person who is receiving training or who is renting an aircraft understands proper use of flight controls in the aircraft to be used.

8.3 Landing Gear Malfunction

Any landing gear malfunction will be treated as if the landing gear were not down and locked, and the appropriate emergency procedures must be followed. Furthermore, the pilot will not recycle the landing gear if an irregular landing gear indication is experienced with the gear locked in the extended position.

Before Landing

Unless, in the opinion of the PIC, it would adversely affect the safe outcome of the flight, it is required that the PIC contact PEA Dispatch to exhaust all avenues for correcting the landing gear problem. Additionally,

dispatch will contact maintenance and or other required personnel to obtain technical support for the situation.

Gear Malfunction after Takeoff

If the landing gear malfunction takes place during takeoff and the landing gear fails to retract when the gear handle is placed in the “up” position, the pilot will return the landing gear selector to the “down” position. Confirm that it is down and locked. Notify PEA Dispatch, if practical, and return for landing. Make no further attempt to raise the landing gear – leave it extended (down).

After Landing

If the aircraft indicates that all landing gear are down and locked, you may continue to taxi back to the PEA ramp.

After landing with an indication of gear NOT down and locked (if missing down indication light), inspect the landing gear to ensure that it is down and locked before it is taxied back to the ramp. If you request assistance by maintenance personnel you will need to notify dispatch as soon as practical as DAB Airport Operations must escort PEA maintenance personnel to your location.

Remember that all airplanes with gear issues need to be grounded after the incident for maintenance inspection. Also, the Instructor will need to submit an incident report for investigation by DOS.

8.4 Medical Emergency

Any type of medical situation that is recognized as having the potential to adversely affect pilot performance must be carefully considered. If the

situation is recognized before departure – do not takeoff. If the situation is recognized while in flight, a decision must be made as to continue, divert, or return to KDAB depending on the severity of the situation.

Airsickness

To help prevent airsickness, students should make sure they are physically fit for flying. Students starting to become sick on dual flights should notify their instructor immediately. Students on solo flights that become ill to the point of distraction of their pilot duties should land as soon as practical and notify dispatch. Instructors are asked to advise their students of techniques for overcoming airsickness.

Pilots are responsible for ensuring that an airsick bag is on board prior to flight. This should be located with the aircraft clipboard.

8.5 Accident or Incident Reporting Procedures

Incidents, occurrences or accidents will need to be reported directly to Dispatch, the Chief Flight Instructor, the Director of Safety (DOS), and the Director of Operations, who will then guide the pilot(s) on the action needing to be taken. Please refer to chapter 2.2 of this manual for further instructions.

Chapter 9 - Restrictions and Limitations

9.1 General

The PEA Instructors and students are expected to abide not only by FAA regulations, but also by the policies and procedures as set forth in this manual and other PEA publications. The underlying purpose for all policies, restrictions, and limitations is safety.

Any pilot flying a PEA aircraft who fails to abide by these rules and regulations will be disciplined, and may be removed from any and all operations.

9.2 Clothing restrictions

All personnel, including students and visitors/guests while on the ramp, engaged in the activities involving flying in a PEA aircraft or FTD, or performing FT activities will, as a minimum, wear the following:

- Shoes (closed-toe) and socks that fully cover the feet and ankles;
- Sleeved shirts made of conventional fabric so that the torso remains fully covered. Unusually thin or open weave fabric is not acceptable.

All students and instructors can refer to the Uniform Policy for further information. The Uniform Policy is published as an FIF in ETA.

9.3 Alcohol and Drug restrictions

At Phoenix East Aviation we have instituted a substance abuse policy. This applies to all PEA students as well as PEA employees. All students and instructors that participate in flight training at PEA will be requested to participate in a random drug testing program.

PEA will perform random drug testing during the duration of training at PEA. A post-accident drug test may occur within 36 hours of the accident. Actions to be taken for positive test results, and refusal to be tested, will include, but are not limited to:

- termination of activities with Phoenix East Aviation, and
- The refusal to consent for testing of illegal substances may result in termination of activities with Phoenix East Aviation. If this occurs, the student will be asked to sign a form of right to refuse.

No person shall act or attempt to act as a crewmember of a PEA aircraft under the following conditions:

- Within 12 hours after the consumption of any alcoholic beverage;
- While still under the influence of alcohol;
- While using any medicine or drug that affects your faculties in any way contrary to safety;
- Any association or use of narcotic drugs, marijuana, depressant or stimulant drugs, or any illegal substance as defined in Federal or State statute is strictly prohibited and will result in the immediate termination from PEA.

No PEA pilot will carry or allow to be carried aboard any PEA aircraft any narcotic drug, marijuana, depressant, or stimulant drug, or controlled substances as defined in Federal or State statutes.

9.4 Flight Restrictions and Limitations

9.4.1 Careless/reckless operations

No operation of aircraft in a careless or reckless manner is permitted.

9.4.2 Checklist

All pilots will use aircraft checklists during all phases of flight to include pre-flight and post-flight inspections.

9.4.3 Clearing turns

Clearing turns will be performed prior to each individual maneuver or as often as possible to ensure separation from traffic and/or terrain and increase situational awareness.

9.4.4 Collision Hazard

No operation of an aircraft so close to another as to create a collision hazard is permitted.

9.4.5 Mixture leaning

During all flights, with the exception of cross-country flights, mixture leaning shall not be utilized. Full rich mixture shall be adhered to during all phases of flight. During cross-country flights, the student shall be introduced to leaning while at cruise altitude.

9.4.6 Formation Flying

No formation flying is permitted, unless approved by the Chief Flight Instructor. Formation flying is defined as any aircraft operating within 2000 feet horizontally, or 500 feet vertically of another aircraft (except in a traffic pattern), or two or more PEA aircraft knowingly flying together in the same general direction at the same time and general altitude with the purpose of keeping visual reference and position on the other aircraft.

9.4.7 Hazardous Weather Operations

It is company policy that during times of convective activity; all pilots in the local area (North and South Practice Areas and Local Practice Approaches) are required to monitor 121.95 for any changes to flight status.

If a change is initiated from Flight Training or Dispatch, a call will be made to all local aircraft on 121.95. This call may be informational in nature or may advise all aircraft to return to KDAB as soon as practicable.

The following restrictions are placed on all PEA aircraft:

1. No aircraft may take-off or land when weather associated with a thunderstorm is affecting the airfield.
2. PEA aircraft will not be flown into any thunderstorm and extreme caution must be used when flying in clouds to avoid embedded thunderstorms.
3. In the event of a landing at an airport other than scheduled due to weather, notify dispatch as soon as practical.

Remember that thunderstorms are a major hazard to all aircraft and pilots are expected to make safe and good judgment regarding their operation. Use of ATC for assistance to avoid weather is recommended.

9.4.8 Runway Surface

Except in the event of an emergency, all landings will be made on hard-surfaced runways at approved airports.

9.4.9 Simulated Engine Failure

- Simulated engine failures in single-engine aircraft will be performed by retarding the throttle only.

- Simulated engine failures will not be continued below 1000' AGL in any PEA aircraft, unless simulated in the traffic pattern where a safe landing can be made on the runway.
- Simulated Engine failures will not be initiated below 500' AGL, or as prescribed by 14 CFR 91.119, whichever is higher.
- Instructors will ensure the aircraft remains above 500 AGL until in a safe position to land.
- Simulated engine failures (single or multi) or practice engine shutdowns (multi engine only) will only be conducted in VFR conditions.
- Simulated Engine failure Multi Engine before takeoff shall not be attempted at a speed **greater than 50%** of V_{mca} .
- Simulated Engine failure Multi Engine after takeoff shall not be attempted **below** 500' AGL.

9.4.10 DA-42 NG Full feather engine shutdowns

DA-42 NG Full feather engine shutdowns practices are authorized to be performed **ONCE** in each training course (AARMEL(I), CPMETC, CFIME) for each student.

A full feather shutdown will also be performed in the students' AARMELI EOC and CPMETC EOC by the check pilot in preparation for the FAA check ride.

All instructors are required to follow shutdown procedures and limitations set forth in the POH/AFM.

All instructors shall exercise extreme caution for a safe operation during this maneuver.

A Full Feather shutdown shall **only** be conducted during following conditions:

- Completion of this Maneuver has to be completed in **VFR conditions**.
- Shutdown and restart have to be completed at **no lower** than 4000'ft AGL.
- Shutdown shall only be practiced in an area where a safe landing can be completed at an airport in case of a single engine landing.
- The instructor and student have to review shutdown and restart procedures prior to initiating the maneuver.
- All limitations and restrictions set forth in the POH/AFM have to be complied with.

If a second shutdown is required for training purposes, please see the Flight Training Department for authorization.

9.4.11 Multi Engine Go-Around Procedures

In case of a Go-Around while performing an “Approach and Landing with an Inoperative Engine” (simulated), the Go-Around has to be performed **before 500 feet AGL**. (500 feet AGL is your “hard deck”) Use **both engines** for the go-around, like usual, and advance throttles smoothly.

9.4.12 Over water operations

No over water single engine operations beyond gliding distance from shore are permitted, unless in possession of an overwater kit provided by dispatch. This kit is used with the purpose of accomplishing instrument approaches that do not extend so much over water. This kit is not meant for an aircraft to fly long distances or long periods of time over water.

9.5 Solo Flights Restrictions

All solo flight operations must be conducted in accordance with current FAR Part 61 and Part 141 as well as all PEA policies and procedures.

Student Pilot solo flights at night are prohibited.

All Student Pilot Solo flight are required to be completed no later than two hours prior to sunset.

9.5.1 Mixture leaning

Student pilots on solo flights shall not lean the engine during any phase of flight.

9.5.2 Takeoffs and landings

All PEA solo flights are limited to approved airports and all landings are to be completed to a full stop and taxi back. Stop and go operations are not authorized.

9.5.3 Weather conditions

All PEA solo flights are required to comply with PEA weather minimums as described in chapter 6 of this manual.

9.6 Aerobatic and Spin Training Restrictions

Spin and Aerobatic training will only be conducted in an 8KCAB Super Decathlon. They shall be accomplished by adhering to all limitations set forth in the POH. The PIC must verify that the CG limitations are not exceeded. Spins will be entered above 6000' AGL and recovered by 4000' AGL. Spins

are dual flights only, VFR conditions, and a PEA instructor must be on board. They shall only be practiced when required by the training curriculum.

The instructor must ensure that he/she complies with all current related FAR's.

Under certain conditions approved by the Chief Flight Instructor, a C-172 may be approved to conduct Spin training.

Aerobatic maneuvers in all other circumstances are strictly prohibited and will result in immediate termination from PEA.

Chapter 10 – Safety Procedures

10.1 Weather minimums required

Weather minimums for solo flights will be controlled by Flight Training. Dual flights will be controlled by the weather required to accomplish the scheduled training. However, PEA will not fly VFR in weather conditions less than those outlined in FAR 91.155. Good judgment must be used to ensure that the pilot's personal limitations are not exceeded. In addition, the following restrictions apply to all PEA flight operations:

DUAL OPERATIONS					
Type of Operation	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max
VFR	1000'	3SM	20KTS	25KTS	POH
IFR	600'	1SM	20KTS	25KTS	POH
	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max

SOLO OPERATIONS					
Pilot Qualification	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max
Student Pilot	1500'	6SM	12KTS	12KTS	7KTS
Private Pilot	1500'	5SM	15KTS	20KTS	10KTS
Instrument Rated	1000'	3SM	15KTS	20KTS	10KTS
Commercial Pilot (instrument rated)	1000'	3SM	15KTS	20KTS	10KTS
ATP	600'	1SM	20KTS	25KT	POH
	Ceiling	Visibility	Wind Max	Gust Max	Crosswind Max

FLIGHTS OUTSIDE OF THE ABOVE PARAMETERS MUST BE APPROVED BY FLIGHT TRAINING

NO FLIGHTS FOR GUSTS ABOVE 28KTS

Hazardous Weather

Thunderstorms are one of the major weather hazards to aircraft in flight. Vertical currents in the thunderstorm have been measured at 150 kts. ATC may aid in avoidance of thunderstorms if their workload permits. However, radar limitations, communication congestion, and location relative

to the observed weather should be taken into consideration. The primary responsibility of ATC is traffic separation.

In lieu of the above, the following restrictions are placed on all PEA aircraft:

1. No aircraft may take-off or land when weather associated with a thunderstorm is affecting the airfield.
2. PEA aircraft will not be flown into any thunderstorm and extreme caution must be used when flying in clouds to avoid embedded thunderstorms.
3. It is company policy that during times of convective activity; all pilots in the local area (North and South Practice Areas and Local Practice Approaches) are required to **monitor 121.95** for any changes to flight status.
4. If a change is initiated from Flight Training or Dispatch, a call will be made to all local aircraft on **121.95**. This call may be informational in nature or may advise all aircraft to return to KDAB as soon as practicable.

10.2 Procedures for starting and taxiing aircraft on the ramp

The PIC is responsible for ensuring wingtip clearance while operating near other aircraft or ground service vehicles. Yellow lines only indicate the center of the taxiway and do not necessarily provide wingtip clearance. In addition, ground support personnel are not responsible for the wingtip clearance.

IF IN DOUBT, STOP THE AIRCRAFT, PERFORM ENGINE SHUT-DOWN, AND VISUALLY DETERMINE THAT ADEQUATE CLEARANCE EXISTS.

At the completion of each flight, the PIC's responsibility will be to determine that aircraft tie-downs are secured and the aircraft is free from any trash. Smoking is **prohibited** while aboard any PEA aircraft and while on the ramp. Loading and unloading passengers or crew while the engine is running is **prohibited**.

The PIC must not allow PEA aircraft to be started while an aircraft in the adjacent parking spot is being re-fueled. Prior to fueling, the PIC must verify that the engine is turned off, master switch is turned off, and the aircraft is vacant. During cross-country flights, the PIC is responsible for determining that the aircraft is properly grounded prior to being re-fueled and the proper grade of fuel is used.

10.3 Fire Safety

In PEA buildings a Fire extinguisher is located within 25 feet of any location. Please refer to the fire safety plan for specific location of these. This is for the use of all students or flight instructors in this case of a fire. All flight instructors ensure that all students know the location of Fire extinguisher. For fire prevention please refer to the Fire Plan.

10.4 Re-dispatch procedures after un-programmed landings

In the event that an un-programmed landing is made by a student at an airports or off airport location that student will immediately notify PEA

before attempting flight. The student must receive authorization from the Flight Training Department before the student may resume flight operations.

10.5 Aircraft discrepancies and approval for return-to-service

The student and pilot will record these discrepancies on the Squawk section after the flight. Maintenance will be notified by Dispatch of any new Squawks. ALL open Squawks must be cleared by maintenance for that aircraft to return to service. A PEA instructor may “ground” an airplane for any discrepancy based on IP/PIC opinion. All Aircraft undergoing maintenance must have a tag at the dispatch desk stating the aircraft is in maintenance, and the aircraft flight bag must be removed from the active aircraft shelf. The aircraft may not be returned to service unless authorized by the PEA maintenance staff.

10.6 Securing of aircraft when not in use

All PEA Aircrafts should be fully tied down when not attended. Gust-locks should always be on when the airplane is not attended. If the airplane is not equipped with gust-locks students and pilots should use the seat belts to secure the flight controls.

10.7 Fuel Reserves necessary for local and cross-country flights.

Prior to operating PEA aircraft, each pilot must be familiar with the information contained in the POH/IM relating to the normal and emergency operations of the fuel system and description of the fuel system.

All aircraft will land with the fuel reserves specified in FAR 91.151 and 91.167. Additional fuel requirements for all flights will be that the longest flight time will not exceed 65% of the usable fuel capacity.

10.8 Avoidance of other aircraft in flight and on the ground.

All dual and solo flights will avoid other aircraft by using the right-of-way rules under FAR 91-67. All students will review this regulation. Always assume the other aircraft does not see you. Perform clearing turns before maneuvers, shallow S-turns during climb and descent or combination of them to see and avoid other traffic. On the ground all PEA aircraft will follow right-of-way rules.

Clearing turns

Clearing turns will be performed prior to each individual maneuver.

Collision Hazard

No pilot shall operate an aircraft so close to another as to create a collision hazard.

10.9 Minimum Altitude limitations and simulated emergency landing instructions

- Simulated engine failures in single-engine aircraft will be performed by retarding the throttle only.
- Simulated engine failures will not be continued below 1000' AGL in any PEA aircraft, unless simulated in the traffic pattern where a safe landing can be made on the runway.

- Simulated Engine failures will not be initiated below 500' AGL, or as prescribed by 14 CFR 91.119, whichever is higher.
- Instructors will ensure the aircraft remains above 500 AGL until in a safe position to land.
- Simulated engine failures (single or multi) or practice engine shutdowns (multi engine only) will only be conducted in VFR conditions.
- Simulated Engine failure Multi Engine before takeoff shall not be attempted at a speed **greater than 50%** of Vmca.
- Simulated Engine failure Multi Engine after takeoff shall not be attempted **below** 500' AGL.

10.10 Use of practice areas

Due to the high amount of traffic in the practice areas surrounding Daytona Beach, pilots are expected to exercise extreme caution while operating in the area. Effective use of position reports and effective scanning techniques are important to maintain a safe operation.

Phoenix East Aviation along with local flight schools and the FSDO has developed practice areas with respective CTAF frequencies. Please refer to the Phoenix East Aviation Pilot Flight Aide (PFA) for further information regarding local practice areas.