FLIGHT OPERATIONS
136 AVIATION BLVD, RUSTON, LA 71270
(318) 257-5080

SAFETY PROCEDURES AND PRACTICES, POLICIES,
AND STANDARD OPERATING PROCEDURES

September 21, 2009
Change 1

December 2, 2009
Change 2

October 11, 2010
Change 3

January 4, 2012
Change 4

October 26, 2012
Change 5

July 10, 2013
Summary of Changes (Changes marked with vertical line at left margin.)

Cover. Added “Change 5”.

Table of Contents
- Multiple renumberings.

1—General
- Added FAA emphasis item of English language proficiency.
- Added recommendation that students have voicemail.
- Changed requirement for flight course completion to four quarters from time of sign-up.
- Added requirement that CFIs accomplish student TSA Qualification in Talon/ETA.
- Reiterated requirement to document training on the day it was accomplished.
- Added guidance on administrative preparation for practical tests.
- Changed verbiage regarding Assistant Chief Instructor.
- Revised Flight Operations’ hours of operations.
- Revised student dress code.
- Added note regarding Department’s drug policy.

2—Safety
- None.

3—Servicing
- Added guidance on lost or forgotten fuel receipts.

4—Inoperative equipment
- None.

5—Emergencies
- Added Department Head’s cellular phone number.

6—Standardization and Flight Safety
- Prohibited use of Branson West airport by non-dual crews.
- Added CFII training guidance.
- Added practical test scheduling guidance.
- Added flight following guidance.
- Added section on use of a Set Heading Point.
## REVISIONS

### Pen and Ink Revisions

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SECTION 1: GENERAL FLIGHT OPERATIONS
INFORMATION

INTRODUCTION

This manual contains the policies and procedures to be followed during flight training at Louisiana Tech University (Tech). Techniques and safety items are included. The objectives of this manual are to help Louisiana Tech University pilots maintain high standards of aviation safety, improve efficiency of training operations, comply with 14 CFR 141.93, and to answer common questions in advance.

This manual will be made available to students prior to or upon their first visit with their assigned flight instructor along with an open-book test that must be completed prior to their second meeting. Prior to flight training, a review of the test will be conducted.

Since this is a collegiate setting, “student” is used throughout this manual in place of “trainee” or “client.” “Student” in this context means “the individual receiving training”, not necessarily “holder of a Student Pilot certificate”.

This is a training environment. While Louisiana Tech University flight instructors and students are expected to encounter day-to-day challenges, safety is always our first priority. Ideas, suggestions, or recommendations are encouraged and should be presented to the Chief Instructor.

ENGLISH LANGUAGE

English is the International Civil Aviation Organization standard language. English proficiency is required for the issuance of FAA pilot certificates. No other language will be used while in flight training at Louisiana Tech University.

Additionally, English language proficiency is an ongoing FAA emphasis item.

If a CFI detects an English language deficiency in a student, that student should be referred to the chief instructor, who will in turn refer the student to the Bulldog Achievement Resource Center (BARC) for any assistance needed.

USE OF LOUISIANA TECH UNIVERSITY AIRCRAFT

The airplanes operated by Louisiana Tech University are government-owned airplanes. In some instances, Louisiana Tech University may lease airplanes. In either case, our insurance coverage for the airplanes and pilots is dictated by the State of Louisiana. Tech insurance covers only those personnel that are students, employees or faculty of the Professional Aviation and Aviation Management programs of Louisiana Tech University. Only Louisiana Tech University students presently enrolled in a Tech course, faculty, flight instructor and dispatcher employees, FAA personnel (on official business), and authorized ferry pilots (whose employers assume possession of the aircraft) are authorized to fly in Louisiana Tech aircraft. Deviations from this policy require approval in writing by the Professional Aviation Department Head. Only those personnel as stated above are approved to fly in Louisiana Tech University training airplanes. Deviation without Department Head approval may result in penalties that shall
be determined on an individual basis. Those penalties may include expulsion from the aviation program or suspension from Louisiana Tech University.

Observers are encouraged to fly with qualified pilots on certain local and cross-country flights. Pilots acting as safety pilot require at least a Private Pilot certificate. Personnel lacking a flight instructor certificate will not fly in Tech aircraft with Student Pilot certificate holders.

**TSA ENDORSEMENT AND TSA INITIAL/RECURRENT SECURITY AWARENESS TRAINING PROGRAM**

Louisiana Tech and its flight instructors will comply with 49 CFR 1552.

Each CFI, student worker, administrative coordinator, and dispatcher is required to complete the TSA initial security training program (Flight School Security Awareness Training for Aircraft and Simulators) and present the completion certificate to the Chief Instructor. The website for the training is [http://download.tsa.dhs.gov/fssa/training/](http://download.tsa.dhs.gov/fssa/training/). Recurrency is annual and will be tracked by Talon/ETA as a currency. Recurrency consists of reviewing the slides on the Tech Aviation website, and reporting such to the Chief Instructor.

For each U.S. citizen enrolling in our program, the CFI for that student must be shown evidence of citizenship as listed below. The instructor must then make an endorsement in both the instructor’s and the student’s logbook stating:

> “I certify that [name of student] has presented me a [insert document type] establishing that [he or she] is a U.S. citizen or national in accordance with 49 CFR 1552.3(h). [Date/Signature/CFI Number and Expiration]”

A copy of the documents used to prove citizenship will be kept in the student record. Those documents will be kept on file for five years.

Evidence of U.S. citizenship can only be documented by one of the following:

1. Valid unexpired U.S. passport
2. Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
3. Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and a government-issued picture ID.
4. Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561), or a Certificate of Repatriation (Form N-581) and a government-issued picture ID.
5. Original United States naturalization certificate with raised seal (Form N-550 or N-570) and a government-issued picture ID.

Prospective students lacking U.S. citizenship will coordinate directly with the Chief Instructor or Department Head. TSA requirements for these individuals will be met prior to enrollment in a flight course.

An AOPA checklist summarizing and an AOPA article detailing the TSA requirements can be accessed online at: [http://www.aopa.org/tsa_rule/](http://www.aopa.org/tsa_rule/).
SECURITY

All personnel are required to ensure all doors are locked when the Flight Operations building is unoccupied. One likely breakdown of this requirement is when instructors step to fly on Sundays without noticing that they were the only personnel present. If a student somehow finds themselves alone in Flight Ops without the ability to lock the building, they will contact the Chief Instructor.

Tech aircraft will be locked when not in use. Aircraft keys will be kept in a padlocked file cabinet when Flight Operations is closed.

STUDENT RESPONSIBILITIES

Prior to the start of flight training, students must provide proof of U.S. citizenship. This is done by providing either an original unexpired U.S. passport or original birth certificate along with government photo ID. These documents will be copied and placed into the student’s training folder. The flight instructor will then endorse the student’s logbook verifying their citizenship.

Prospective students lacking U.S. citizenship will coordinate directly with the Chief Instructor or Tech Professional Aviation Department Head. TSA requirements for these individuals will be met prior to enrollment in a flight course.

Professional Aviation major students need a First Class Airman Medical Certificate for enrollment into the flight training program at Louisiana Tech University. This is a one-time requirement to verify no unknown conditions exist that would preclude the student’s reaching long-term aviation goals. Aviation Management majors and 14 CFR 61 students need a Third Class Airman Medical Certificate for enrollment into the flight training program.

In all cases, students who lack an existing pilot certificate should obtain a Student Pilot Certificate along with their medical. A list of FAA Aviation Medical Examiners (AME) is available on the FAA webpage. With certain Aviation Medical Examiners, MedXPress may be used to streamline the medical application process. Students pilots are reminded to specify to the medical personnel that they require a medical AND student pilot certificate.

Students will arrive promptly for scheduled instructional activities. Failure to arrive on time for a flight lesson may result in a “NO SHOW” charge being assessed to the student's flight account. It is paramount that if a student is unable to keep an appointment with their flight instructor, that the flight instructor and dispatcher be notified in advance as soon as possible. Flight line activities will be deconflicted with academic classes. The student will ensure that instructional activities are not scheduled at a time that will interfere with academic class schedules. Students who are unable to be present when an aircraft is scheduled must notify the dispatcher as early as possible so that the airplane can be rescheduled.

Students are not allowed into the Records Room. However, they are responsible for reviewing their training records online. If a student desires a copy of his/her training records they must request them from the Administrative Coordinator.
Students are charged for flight training over and above University tuition. This is done via a debit account, referred to as a “flight account.” **This account must be set up with Flight Operations before the Comptroller can accept funds into it. Students are responsible for maintaining a flight account balance of $500 or more.** Any balance less than $500 will place the student in a “grounded” status. Flights with less than a $500 balance are conducted only with express Chief Instructor permission.

Prior to flight, students will ensure a weight and balance/performance planning/flight plan form is correctly and completely filled out. The completed form will be reviewed by the approving authority for flight. If these are not prepared, aircraft will not be dispatched. The form can be obtained at the dispatch counter. The student should carry a copy of the form in his/her possession during the flight.

It is the pilot in command’s responsibility to then determine the airworthiness of the aircraft. Students flying solo are pilot in command.

Students must alert the instructor or dispatcher if any discrepancy is found on aircraft clipboards, during preflight inspections, or during flight. It is the student's responsibility to ensure that, before and after each flight, the aircraft is correctly serviced with fuel and oil. After each flight, the pilot in command will ensure that no trash is left behind in the aircraft, and that the windscreen is clean. Failure to police the aircraft will result in the pilot in command being recalled and required to accomplish this.

Students do not go behind the dispatch counter unless authorized. Students are not allowed to self-dispatch an airplane.

Students, for obvious reasons, need a telephone. It is strongly recommended to set up voicemail, to preclude missing a call from Flight Operations. Flight Operations does not generally repeat calls to students who lack voicemail.

**Flight Training Course Completion Times**

Louisiana Tech University flight students are intended to complete their flight courses (PRAV 110, 111, 242, 243, 342, 343, 344, 411, and 480) in the quarter in which they register for them.

Students who are presently on an Incomplete grade should not register for flight courses that they have no reasonable hope of completing. Students who have more than one Incomplete flight course on their transcript WILL NOT sign up for additional flight courses. Exceptions to this paragraph will require the Chief Instructor’s signature on the advising form.

Students who fail to complete the flight course for which they are registered in the quarter for which they registered for it will be allowed the next four succeeding quarters to get it done. After that, a grade of ‘F’ will be awarded for that course. If the student wishes to continue flight training after that, they will be required to register for that flight course again. In the case of serious issues (health, family, or financial), exceptions may be allowed with written permission from the Department Head.
FLIGHT INSTRUCTOR RESPONSIBILITIES

Flight instructors are responsible for the safety of the students during their flight lessons; on dual flights, the instructor is the pilot in command (PIC). Prior to flight training commencing, the instructor shall ensure that all TSA information has been received, verified, and noted in Talon/ETA along with an endorsement being placed into the student’s logbook.

Flight instructors should be aware that some physical handicaps do not always prohibit activity as pilot of an aircraft. If the student’s ability to hold a medical is questionable, the flight instructor should advise such a person that assistance in obtaining a medical certificate is available through the cooperation of the AME and the local FAA Flight Standards District Office (FSDO). However, this assistance is available only when requested specifically by the person seeking the medical certificate.

No pre-Private solo flights are authorized to be conducted after normal business hours. The instructor is required to brief each flight lesson. Instructors will follow the appropriate course curriculum for each ground or flight lesson. The course gradesheet may be printed and carried in the aircraft for reference.

Each flight instructor will also be the Safety Officer for the flight, be it dual training or student solo activities.

Instructors will follow the guidance in this manual. Failing to adhere to Louisiana Tech University and Department of Professional Aviation policies and procedures may result in disciplinary action or termination of employment.

Instructors are responsible for maintaining student training records. Talon/ETA recording-keeping is to be completed on the day the activity is accomplished.

Training Course Outline (TCO) Adherence and Logging of Course Minimums
14 CFR 141 TCOs are approved by the FAA and are intended to be directive in nature. It is incumbent on instructors to accurately log student accomplishment of aeronautical experience requirements. These requirements must also be documented in Talon/ETA.

Students will not graduate Louisiana Tech University Part 141 courses unless Talon/ETA reflects that every unit in the course is complete and unless the course minimums listed in Talon are met and reflected on the Minimums page. Proceeding to an intermediate stage check without meeting stage minimums will require chief instructor approval.

Exception. An equal amount of dual time can always suffice for FTD time.

Additionally, CFIs having Activity Completions more than five days in arrears will be grounded.

Our organization is overseen by representatives of the federal government. Documentation matters. Act accordingly.

Procedures for Scheduling a Practical Test
Instructors schedule practical tests for their students. (Students should generally not call DPE’s directly, unless real-time coordination is required.) Practical tests will be scheduled so as to reduce inconvenience as much as possible for all parties concerned.
1. Flight instructor completes student training for pilot certificate sought.
2. Flight instructor verifies all training documentation is complete and correct, to include a graduation certificate.
3. Flight instructor ensures the student pilot has completed the associated FAA Knowledge Test (if applicable), and places a photocopy of the report in the student’s training folder.
4. Flight instructor completes (or assists student in completing) all required documentation including Integrated Airman Certification and Rating Application (IACRA).
5. Flight instructor contacts Chief Instructor for student School Affiliation and Course Association in IACRA. (See Section 6 for additional IACRA information.)
6. Flight instructor schedules the FAA Practical Test with the Designated Pilot Examiner. Exception: CFI candidates self-schedule with the FSDO.

Administrative Preparation for Practical Tests

Louisiana Tech University flight instructors do an excellent job of ensuring that their students, when tested, are found prepared to meet or exceed the FAA practical test standards (PTS) in both knowledge and skill. This fact is noted and appreciated by the ProAv Department Head, the faculty, and the Chief Instructor, as well as by the Designated Pilot Examiner (DPE) community and the FAA. With that said, there are things we can and will do to reduce stress on “checkride day” for all involved (the student, the endorsing instructor, the school, and the examiner).

For the present purposes, “student” and “applicant” are used in interchangeably, as are “practical test” and “checkride”. All references to “DPE” include FAA aviation safety inspectors (ASIs).

CFIs need to remember that their students have very limited knowledge of how a practical test “should” go. (It should go SMOOTHLY.) Every flight instructor has had at least four practical tests in their life; students have had very few (or zero, for Private Pilot applicants). Plan accordingly, and allow time to prepare the student for success.

Items 1 through 4 below are a list of what is required for a student to be really ready (administratively) for a practical test. The list is extracted from the PTS, with comments added. Largely, the instructions presume that the student is being required to travel away from Ruston to get the practical done.

1. AIRCRAFT
   a. Aircraft Documents: The student will be instructed to PERSONALLY view the registration, airworthiness certificates, and AFM of the aircraft to be used during the preflight inspection on the day of departure.
   b. Aircraft Maintenance Records and Logbook Record of Airworthiness Inspections and AD Compliance: DPEs and (especially) ASIs are required to verify an aircraft’s airworthiness prior to riding in it. The CFI will show the student PRECISELY WHERE in the aircraft logs the “AV1ATE” items are located, and have them tabbed. Additionally, the CFI will request from the dispatcher an RMS printout of “Events”, and the CFI and student together will compare the printout to the actual aircraft log, immediately reporting any discrepancies to the Chief Dispatcher or Chief Instructor.
   c. If an early morning departure is required, CFIs will coordinate with dispatch to ensure the desired airplane is reserved and full of fuel. In winter, request that
Ruston Aviation hangar the aircraft, to preclude delay due to frost on the lifting surfaces.

2. PERSONAL EQUIPMENT
   a. The CFI will physically ensure that the student has all the following in his/her possession on practical test day: View-Limiting Device, Current Aeronautical Charts, Computer and Plotter, Flight Plan Form, Flight Logs, Current AIM, Current Airport Facility Directory, and Appropriate Publications.
      i. iPad apps can be used to comply with most of the above. HOWEVER, some DPEs have a strong preference for paper products, while others require a paper backup to the computer.
   b. In addition to possessing the items in 2a above, applicants need the abilities to: use performance charts from the POH; measure courses on a chart; decipher navigation charts WITHOUT reference to the legend; RAPIDLY locate information in the POH, AIM, and A/FD; and APPLY provided weather information to their particular cross-country plan. Also of note, with reference to cross-country planning, is that DPEs normally expect the applicant to know WHERE on the airfield they plan to go after landing, down to the level of which FBO they will use. A truly thorough planning job would even include whether the planned FBO has a courtesy car, what their fuel costs, and what their maintenance capabilities are. (Such information is readily had via AvWeb.com, ForeFlight.com, AOPA and other internet resources.)

3. PERSONAL RECORDS
   a. The CFI will physically ensure the student has all the following in his/her possession on practical test day: Identification—Photo/Signature ID, Pilot Certificate, Current and Appropriate Medical Certificate, Completed FAA Form 8710-1, Airman Certificate and/or Rating Application with Instructor’s Signature (if applicable), Computer Test Report, Pilot Logbook with appropriate Instructor Endorsements, FAA Form 8060-5, Notice of Disapproval (if applicable), Approved School Graduation Certificate (if applicable), and Examiner’s Fee (if applicable).
   b. The student’s photo ID, pilot certificate, and medical certificate will be photocopied front and back (in color, if possible) on a single sheet of paper (again, if possible). Note that the DPE is required by regulation to view the original documents, so present the copies and the originals at the same time.
   c. If the practical test is being conducted away from Ruston Regional, the applicant will fill out, and the instructor will sign, an FAA 8710-1 paper form. This form is available as a fillable PDF, which should be utilized for the sake of neatness. This exercise should be unnecessary, but will be done to preclude any stress resulting from either IACRA system problems or from mistakes on the application by either student or instructor.
   d. If the CFI will not be present and available at Tech Flight Operations during the oral portion of the practical test, then the paper 8710 requirement also applies even if the test is conducted here in Ruston.
e. CFIs will ensure that the knowledge test report is the original one with the raised seal, is properly endorsed, is less than 24 months old, and has a score of 70% or greater on it.

f. CFIs will, to the extent possible, put all the applicable endorsements on a single page of the logbook. Additionally, for ease of locating them, logbook endorsements should be tabbed, as should logbook entries reflecting events which are specifically required by regulation. (Such entries should cite which requirement they are fulfilling. For example, if a Student Pilot flies a 100 NM solo cross-country with landings at three points and one segment greater 50 NM, the logbook line should give mention to 14 CFR 141, Appendix B, Paragraph 5(a)[1].) Other examples of “tab-worthy” items include night flight time, simulated instrument time, and landings at a towered airport. The idea is to show the DPE that the applicant has, for sure, met the requirements for aeronautical experience for the particular certificate or rating. This is critical from the DPE’s point of view, since the student’s Tech flight training record does not accompany the student to the practical test.

g. Additionally, CFIs will ensure that the student’s logbook has the student’s name, permanent address, and phone number written in the front.

h. FAA Form 8060-5, Notice of Disapproval (if applicable) and Approved School Graduation Certificate (if applicable). These two documents, if they apply to a particular student, are vital. If the checkride is a “re-check”, the absence of the Form 8060 would likely result in the practical not being conducted at all. The absence of the Tech Part 141 course graduation certificate would indicate to the DPE that the student trained under Part 61, which in most cases has different (and higher) aeronautical experience requirements and invites still greater logbook scrutiny.

i. Examiner’s Fee. CFIs will determine for their student in advance what the DPE’s fee is, and whether the DPE accepts checks. CFIs will visually ensure the student has the cash or check on their person prior to departure from Ruston.

4. The loose page items from Item 3a above will be put together, in the order listed below, in some form of folder or binder, and will be presented together with the applicant’s vital documents, logbook, and examiner’s fee to the examiner immediately upon entry to his/her office.

   a. Photocopy of photo ID, pilot certificate, and medical certificate
   b. Completed FAA Form 8710
   c. Knowledge test report (if applicable)
   d. FAA Form 8060-5, Notice of Disapproval (if applicable)
   e. Louisiana Tech University course graduation certificate (if applicable)

DPEs value their time highly, and dislike dealing with or having to create paperwork that could and should have been done prior to their meeting with the applicant. Practical tests are stressful events for students; dealing with improper paperwork makes them look less competent and makes them feel more nervous, both of which are undesirable. The intent of all of the forgoing is to make both student and DPE comfortable, while also assuring the DPE that both the CFI and the school are operating in a well-organized fashion. Outsiders like DPEs and ASIs only get
infrequent snapshots of the hard work we do here at Tech—and they get that snapshot when we send them a certificate or rating applicant. Our goal must be for those people to agree with us that Louisiana Tech University’s Professional Aviation program is properly titled.

CHECK INSTRUCTOR RESPONSIBILITIES

Check instructors are selected and trained flight instructors who conduct student stage checks at designated points in the course. Check instructors are expected to assume responsibility for operations supervision if they are the senior person present.

Check instructors review training folders prior to stage checks, and ensure they are in order. Check instructors print completed gradesheets upon check completion, and file them in the students training folder. Stage checks will include FAA PTS Special Emphasis Areas.

CHIEF INSTRUCTOR/ASSISTANT CHIEF RESPONSIBILITIES

Chief Instructor responsibilities are listed in 14 CFR 141.85. The Chief Instructor reports directly to the Head of the Department of Professional Aviation.

A check instructor will be appointed to serve in the role of Assistant Chief Instructor. This person’s responsibilities are assigned by the Chief Instructor. In the event the Chief Instructor is unavailable, the Assistant Chief is empowered to act in his stead.

FLIGHT DISPATCHER RESPONSIBILITIES

Louisiana Tech University dispatchers are charged with utilizing Tech airplanes in the most prudent and productive manner to meet flight training objectives. Flight school dispatchers monitor the status of Tech training airplanes. Proper dispatch procedures must be adhered to in every event.

A flight instructor must be present to dispatch an airplane to a pre-Private student. Dispatchers are required to brief the flight instructor/student pilot on any operational limitations of the assigned airplane at the time of dispatch.

Dispatch activities are critical for safety. Dispatchers may assign aircraft to practice areas for separation. They may be the first responder to an aircraft emergency, in which case they will follow the procedures in this manual. As with any other University employee, failing to report for work will result in counseling and/or termination of employment.

A Chief Dispatcher will be appointed by the Chief Instructor. He/she will be responsible for dispatcher duty scheduling and ensuring dispatcher functions are carried out. The Chief Dispatcher will coordinate with the Assistant Chief Instructor for input of aircraft to maintenance.

Dispatcher Duties
Normal dispatcher duties will include but are not limited to:

1. Security of aircraft
2. Building security
3. Dispatch of aircraft  
4. Assignment of practice areas  
5. Maintenance of Dispatch/Planning Area  
6. Maintenance of flight/aircraft records  
7. Maintenance of flight hour records  
8. Talon/ETA and Resource Management System operations  
9. Raising and lowering of the flags  
10. Other duties as assigned by the Chief Instructor

OPERATIONS SUPERVISOR RESPONSIBILITIES

The Chief Instructor/Assistant Chief normally acts as Operations Supervisor. The senior flight instructor present is designated as the Operations Supervisor whose duty it is to oversee the flight operations at any time the Chief Instructor/Assistant Chief is not present.

No solo or PIC flight will be approved unless the following conditions are met: The student pilot has in his or her possession a valid medical certificate and pilot's certificate, and the completed weight and balance/performance planning/flight release form(s). The supervisor must also ensure that the student has checked the weather for the time and area, and determined that the weather meets or exceeds the minimums prescribed by this manual. The student must have the appropriate logbook endorsements and not violate any limitations in of those endorsements. For cross-country flights, the supervisor must review the flight plan and determine that students have at least $100.00 in cash or a valid credit card.

FLIGHT OPERATIONS HOURS OF OPERATION

| Monday through: 0700L-2200L. Saturday: 0700L-1700L. |
| Sunday: Dual only; Chief Instructor permission required. Instructors must self-dispatch. |

Dispatchers will close Flight Operations upon completion of the last scheduled flight activity. Operating hours are subject to change without notice due to weather or lack of scheduled activity.

Louisiana Tech University aircrews are prohibited from operating training sorties in Tech aircraft between the hours of 12 o’clock midnight local time (0000L) and 6:00AM (0600L). This includes dual and solo, local and cross-country.

OPS CHECK IN

Students will report to the dispatcher for training as scheduled unless the Chief Instructor approves an absence. Dispatchers will complete the check-in function in Talon/ETA.

Instructors and students will contact the dispatcher if they will not be able to report for duty/training. A minimum of 24 hours notice is required except in emergency instances. Sleeping in or forgetting are not excuses for missing training sessions. Failure to show up is equivalent to an unexcused absence from a University class.

Pilots will immediately report any Hobbs meter discrepancies to the dispatcher.
TALON EDUCATION TRAINING ADMINISTRATION (ETA)

Talon/ETA is an Internet-based computer administration system used for many functions in Flight Operations. The Administrative Coordinator intakes new personnel into the ETA system prior to their first flight, issuing a username and PIN. The Chief Instructor and Assistant Chief also act as Talon/ETA administrators.

New personnel will input their emergency contact information to Talon/ETA. The emergency contact should be that person you wish to be contacted in the event of an aircraft accident or incapacitating illness or injury.

Scheduling of training is accomplished via Talon/ETA. Further scheduling rules and information are listed below.

Talon/ETA contains the Private, Instrument, and Commercial courses. CFI training is scheduled in ETA, but is conducted under 14 CFR 61, and uses manual gradesheets.

The printing of ETA gradesheets is only required for stage checks. Student daily flight training records are kept electronically. Printing is accomplished as follows:

1. At the time the training activity is Activity Completed in ETA, the CFI selects “GRADESHEET.”
2. Ignore the message directing you to select Landscape orientation. Our training folders are not oriented this way.
3. Select the PRINT button. This will open the printer dialog box.
4. In the print menu, select the HP Color Laser Jet 2840. (This is the printer at the Administrative Coordinator’s desk. It is our only one with duplex capability. You may need assistance in adding it your computer.)
5. Under Properties, select “Finishing.”
6. Under Finishing, check “Print on both sides (manually)” and “Flip pages up.”
7. Under Color, select “Print in Gray Scale”. There is no reason to print gradesheets in color.
8. Click Okay, and Print.
9. After the sheet(s) print(s), go to the printer, open the manual paper feed on the lower front, and, without changing the page orientation, manually feed the sheets back to the printer and then press the “checkmark.”

Administrative Notes
CFIs and students do not use the HP 2840 unless duplex or color printing is REQUIRED. Routine printing by personnel other the Chief Instructor and the Administrative Coordinator is accomplished on the large HP 8000 printer in the flight planning area.

Manual gradesheets will be used during periods of Internet outage. Maintain the gradesheet in the student’s training folder until Talon activity completion can be accomplished.
**Rental and Refresher Sorties**

Non-syllabus dual sorties are called “Refresher” flights in Talon/ETA. Non-syllabus flights without a CFI are considered “Rental”. CFIs see the Administrative Coordinator to Activity Complete these flights in Talon.

**FLIGHT INFORMATION FILE (FIF) POLICY**

All pilots are required to review and electronically sign off all material included in the Flight Information File binder at the dispatch counter prior to flight. The sign-off is located in Talon/ETA [https://talon-systems.com/latech](https://talon-systems.com/latech). FIF currency is required prior to aircraft being dispatched (hard stop). That is, the Ops Check In feature of Talon will not work until the FIF is checked. FIFs, generally, will be: a) updates to standard operating procedures and policies, b) announcements, or c) current operational information. In any event, FIFs, whether informational or directive, are things the pilot needs to know—thus, acknowledgment is required. If an event occurs that indicates the FIF was signed off, but not read, the Chief Instructor will take action.

FIFs are intended to be temporary. The policies will either expire and be deleted, or they will be incorporated into the appropriate document by pen and ink or upon its republication.

**FAR/AIM UPDATES**

Professional pilots do their best to keep current publications. Part of this is maintaining a current copy of the FAR/AIM. Unfortunately, the commercially available FAR/AIM may be assumed to be non-current on the day you buy it. Visit [www.asa2fly.com](http://www.asa2fly.com) for regulation and AIM changes released after the printing date. ASA provides a free update service with email notification when rules and procedures change.

**SCHEDULING**

The Louisiana Tech University flight instructor is charged with utilizing Louisiana Tech aircraft in the most prudent and productive manner to meet the flight training objective. Flights will be scheduled according to the training syllabus that the student is enrolled in. Two systems of achieving course completion goals are available. Aircraft are dispatched on the priority system listed below.

**Flight Scheduling**

CFIs are required to schedule in their planned sorties Talon/ETA, even if they “know” that the needed resource is not available or that the weather will not support their mission. The purpose of this is document cancellations.

**CFI Self-scheduling Request System**

Instructors will input to ETA their desired schedules for the next day not later than 1500L daily, at which time the dispatcher posts the schedule in Talon/ETA. Instructors must schedule such that their student completes the course in which they are enrolled by the end of the quarter.

**Block Schedule**

This system is typically used in the summer. This is a much more directive schedule, with less flexibility for the individual. Under this system, the student is assigned set days/times to fly, which are the same each week.
In the block system, students are generally allotted two-hour time slots on the schedule, unless other arrangements are coordinated. The flight instructor will work out a schedule of availability with each of his/her students and turn it in to Flight Operations (Dispatch). Time slots will be assigned based on the times the instructor/student requested and the times that are available. A copy will be provided to the Chief Instructor. The flight schedule is printed every week and posted on the Dispatch Bulletin Board on Monday morning. Changes to the schedule are due not later than 1200L on Friday each week.

**Priorities**

Schedule priorities apply under either the CFI request system or the block system. If notified of a priority requirement, dispatchers will follow the priority system below, regardless of when the mission was scheduled. It is not first come, first served. Priorities will be as follows:

1. FAA practical tests
2. Standardization flights
3. Stage checks
4. Dual student instruction
5. Solo cross-country flights
6. Solo local flights

Part 141 training has priority over Part 61 training.

On Saturdays, cross-country flights have priority over local flights.

If the student does not show up in a timely fashion, the student will forfeit his/her position on the schedule. The aircraft will then be released on a first come, first served basis. Students should inform their instructor if they cannot make the flight at the scheduled time so the instructor can make alternate plans and inform dispatch that they will not be using their scheduled time slot. If a student fails to show up for a flight, he/she will also incur a NO SHOW charge which will be deducted from their flight account, as described below.

**Do not overfly a scheduled aircraft inspection (100 hour, 50 hour, etc.), due to Airworthiness Directives possibly being associated with the times. All aircraft will be returned as scheduled so as not to interfere with other training.**

**Use of KLN-94-Equiped Aircraft**

Pilots will not specifically request KLN-94-equipped aircraft except in the following instances:

a. The existing ceiling is 800’ or less
b. The lesson is an Instrument training sortie requiring GPS approach for completion.

**Early Returns**

Flights that return prior to their scheduled arrival times must be Activity Completed in Talon/ETA immediately. Otherwise, the system will not acknowledge that the aircraft is available for use. If the authorizing CFI is not available, see the Chief Instructor.
Schedule Changes
Training and flight schedule changes create hardship for all involved. The Chief Instructor and Assistant Chief Instructor(s) may make flight schedule changes necessary to meet priority training requirements. Cancellation for routine (school) reasons requires 24 hours notice.

Cancellations
Instructors and students are expected to meet all scheduled academic training and training flights. Acceptable reasons for not meeting a scheduled training flight might include: illness, injury, or death in the immediate family. If applicable, the presentation of a doctor’s excuse will be necessary. Excluding weather cancellations, no training will be cancelled without approval of the Chief Instructor. If a student must cancel a solo training flight due to conditions beyond their immediate control, the student will report this to their flight instructor and the dispatcher.

Adverse Weather
On adverse weather days, flight instructors may conduct ground training for students for that training period. Weather days will be used to enhance student learning and success. The simulator will be used to the maximum extent possible during these periods.

DAILY FLIGHT TRAINING

Instructors may train two students during each training period scheduled. This maximizes the use of resources and enhances student learning.

The following sequence of events will be followed to meet education and flight training needs.

Flight Training Sequence of Activities
Each training period should follow this sequence of activities. (The example assumes two 1.5-hour lessons.)

<table>
<thead>
<tr>
<th>MINUTES</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Flight instructor meeting with Dispatch for training situation update(s).</td>
</tr>
<tr>
<td>20</td>
<td>Flight instructor meets with students. Students have already completed performance planning, weight and balance, checked weather, and completed a flight plan. Daily questions/study assignments are reviewed.</td>
</tr>
<tr>
<td>20</td>
<td>Preflight inspection of aircraft.</td>
</tr>
<tr>
<td>180</td>
<td>Flight training of two students (1.5 hours each).</td>
</tr>
<tr>
<td>10</td>
<td>Debrief, and next day assignments for the students to study.</td>
</tr>
<tr>
<td>240</td>
<td>Minutes</td>
</tr>
</tbody>
</table>

Note that in the example, the majority of the preflight preparation is already accomplished when the instructor shows up. If the instructor must wait for these items to be accomplished, the student will be charged Oral while the instructor waits. Furthermore, the aircraft will be returned as scheduled, if it is scheduled for further use. In other words, it is recommended that the student be prepared when the instructor shows up.
INSTRUCTOR/STUDENT ASSIGNMENTS

Students will be assigned a flight instructor appropriate to the student's course of training. The Department will attempt to ensure that the student and instructor will continue together until completion of the training for the certificate or rating sought. The Department reserves the right to make assignment changes if necessary to meet the needs of the Department and/or enhance learning and student progress.

All instructor/student assignments must be approved by the Chief Instructor. Students are welcome to request the instructor of their choice. However, students should understand the Department’s requirement to evenly distribute students among instructors.

On the first day of the academic quarter, or as designated by the Department Head, the Chief Instructor will meet with all students. The meeting location will be widely posted. During this meeting, students will be assigned to a flight instructor based upon the foregoing policy. Occasionally, personality conflicts may arise. Any student or instructor may request a change of assignment from the Chief Instructor, as detailed below. Such a request should be made as early as possible in the quarter since it may require changing another student/instructor assignment.

Prior to conducting the first training period at Louisiana Tech University, a student will receive a thorough briefing from his or her flight instructor on the items in the course curriculum.

Flight Instructor/Student Change

Flight instructor and student changes are not in the best interest of the student or the school. Changes interfere with continuity of the training, and affect other parties. Student and flight instructor changes require cause to be shown.

When a student requests a flight instructor change, the student will prepare a written request stating specific facts supporting and documenting the request. The written request will be submitted to the Chief Instructor.

The Chief Instructor or his representative will follow due process to assure the request is justified and warranted.

Due process will consist of the following:

1. Interviewing each associated party.
2. Documenting interviews, and the collection of other information related to the request.
3. Preparation of a summary of the facts, and submitting same in writing, with his/her recommendation(s) to the Chief Instructor.
4. Upon review of the facts, the Chief Instructor will either approve or disapprove the request.
5. The Chief Instructor’s decision is final.
6. The process may include a hearing attended by the Chief Instructor and Assistant Chief Instructor.

Every effort will be made to accommodate justified student or flight instructor needs to ensure satisfactory quality of training and progress. However, a change of assignment could lead to a delay in training, due to the availability of flight instructors.
FLIGHT TRAINING PROGRESS

Flight Training Progress Expectations
Students are expected to progress normally, completing FAA practical tests as appropriate for the particular certification and/or rating sought. Flight hour levels vary with the certification and/or rating. It is understood that students learn at different rates. Learning plateaus are not uncommon. Lessons are repeated in accordance with the Training Course Outline.

If the student is not progressing in a normal manner as demonstrated by the student consistently not performing within Practical Test Standards (PTS) and accepted levels of proficiency, the flight instructor will recommend a progress evaluation by the Chief Instructor or his assistant.

The Chief Instructor or his assistant will conduct the progress evaluation and recommend additional flight training hours or withdrawal from the flight training program. The Chief Instructor will approve additional training, establish a probationary period, or withdraw the student from the flight training program.

Student Solo Expectation
Students are expected to solo between ten (10) and twenty (20) flight hours. If the student cannot safely solo, the flight instructor will request a progress evaluation from the Chief Instructor.

The Chief Instructor or his assistant will assess the student’s progress and recommend one of three actions:
- Additional flight training hours,
- A probationary period, or
- Removal from the flight training program.

If the student does not solo with the additional flight training hours, the student will be withdrawn from the Flight Training Program unless extenuating circumstances exist. The student will be advised of his/her options by the Chief Instructor.

Syllabus progression
CFIs who have a requirement to do syllabus lessons out of numerical sequence will annotate why in the Talon/ETA gradesheet comments section of the current gradesheet. The normal expectation is to follow the TCO lessons in the order presented, unless there is a valid reason not to do so (resource availability, weather, etc.)

Course minimums
Louisiana Tech University CFIs fill in the minimums page when Activity Completing units. For example, PIC, Night, Simulated Instrument, Cross-country, etc. need to be logged so that the student will meet Talon’s course minimums at course completion.

STAGE CHECKS
Stage checks are required by 14 CFR 141.55. The checks are conducted for the purpose of standardizing the Professional Aviation product. Stage checks will be conducted in a non-threatening and professional atmosphere. On stage checks other than course finals, check
instructors are empowered to instruct as needed, so long as the student achieves the required standard on his/her own by the end of the mission. Stage checks are accomplished in all Louisiana Tech flight courses, even if training is done under Part 61. Grade assignment will be in accordance with the Training Course Outline.

Students are expected to pass all scheduled stage checks. If the student does not pass a stage check, the Check Instructor will debrief the Chief Instructor and the assigned flight instructor. Remedial training will be assigned prior to repeating the stage check. Repeated stage check failures may result in removal from the flight training program.

Final stage checks for the Private, Instrument, and Commercial courses are intended to mimic FAA practical tests. Students failing the flight portion of any final stage check will repeat the entire stage check flight profile.

Stage Check Study Guide
The student will be issued a Stage Check Study Guide/Worksheet, and will answer all questions before being considered for a stage check. The assigned flight instructor will review the student responses and critique the student before recommending the student for a stage check. Note that the original worksheet is intended to remain part of the student’s training folder.

ACADEMICS

Ground schools for certificates and ratings are taught as part of the Professional Aviation degree program. Students who earn a ‘C’ or better in their ground school classes receive a ground school graduation certificate. This certificate will be presented to the proctor of the Knowledge Test, in lieu of a logbook endorsement. These students are then expected to pass the appropriate FAA Knowledge Test at the completion of the academic class (ground school.) If the student does not pass the appropriate FAA Knowledge Test, the student will be placed on Flight Probation (see below).

FAA Written Practice Examination
To be eligible for endorsement to take the FAA Knowledge Tests without a ground school graduation certificate, students are required to achieve 90 percent or higher on the FAA written practice examination. Students that do not meet this requirement will not receive the required endorsement to take the FAA Knowledge Test.

Finishing Flight Training Prior to Ground
Occasionally, due to University and Department class scheduling, students may complete flight training prior to completing the ground schools at the University. These students may wish to continue on to their end-of-course practical tests. To do so, they must meet the following conditions:
   a. The student must have taken one-half of the ground school associated with the particular course (Private or Instrument), and earned at least a ‘C’. This assures that the Part 141 minimum aeronautical knowledge training time is met.
   b. The student must be presently enrolled in the other half of the ground school for the particular course.
   c. The student must have done all of their flight training for the particular certificate/rating in Louisiana Tech University aircraft.
   d. The student obtains Chief Instructor approval.
e. The student’s assigned CFI must conduct at least one oral lesson with direct reference to, and special emphasis on, the aeronautical knowledge items listed in Paragraph 3 of 14 CFR 141, Appendix B, C, or D, as applicable. This assures that the required knowledge items have been covered.

f. The student must meet the practice test performance requirement listed above.

g. Student’s assigned CFI must endorse them to take the applicable knowledge test.

h. Student must pass the knowledge test on the first attempt. Exceptions require Chief Instructor approval.

Students who comply with the above will be considered to have completed the ground training requirements of the Training Course Outline, and may receive course graduation certificates and take practical tests. Students who do not comply with the above either 1) are considered Part 61 students, and must meet applicable aeronautical experience requirements, or 2) must wait until finishing both halves of the applicable ground school to graduate a particular flight course.

**FLIGHT PROBATION**

Flight Probation is administered when a student fails to accomplish the appropriate FAA Knowledge Test at the completion of the appropriate quarter or activity. Probation may also be assigned by the Chief Instructor for deserving performance. This means the student will not be allowed to receive aircraft flight training until released by the Chief Instructor. During the probation period the student will be expected to attend associated academic classes, practice the appropriate FAA Knowledge Test, and pass the appropriate FAA Knowledge Test before flight training will be allowed to continue.

If the student fails to successfully pass the appropriate FAA Knowledge Test (academic requirements) after the application of Flight Probation, the Chief Instructor will give the student the following options:

1. Purchase a “Home Study Course” and successfully complete the associated academic material and FAA Knowledge Test.
2. Withdraw from the flight degree program.
3. Change academic major.

**STUDENT ABSENCE OR LATENESS—“NO SHOW” POLICY**

In terms of the flight schedule, there is little distinction between absence and lateness. Unutilized flight time is forever gone, once the time passes. Students who are absent or late for scheduled flight training without prior cancellation cause hardship for all. These students are issued a “NO SHOW”, and will be charged for one hour of dual flight and one hour of oral ground instruction, as if the scheduled flight training had taken place, and counseled accordingly. If the NO SHOW was for a ground or FTD lesson, the student is charged for two hours ground instruction. Counseling statements will be retained in the students training folder. Academic classes missed will be in accordance with University policy.

**Consequences of unexcused absence or tardiness that precludes training:**

First offense: Warning from Chief Instructor and counseling statement in training folder.
Second offense: Student will be charged for the full training period and flight-time costs, and will report to the Chief Instructor for formal counseling.

Third offense: Student will be charged for the full training period and flight-time costs. Student will be withdrawn from the flight program unless he/she can provide proof of justifying circumstances to the Chief Instructor.

An appropriate grade, in accordance with Tech academic policies, will be recorded when the student is withdrawn from the flight training program.

**PART 141 vs. PART 61 TRAINING**

1. All new Private, Instrument, and Commercial students begin their courses under Part 141. Exceptions require Chief Instructor approval.
2. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to comply with and follow the Part 141 Training Course Outline for the certificate or rating sought.
   a. Transfer students will receive an evaluation flight and written test to determine their appropriate start point.
3. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to complete all stage worksheets.
4. All students flight training at Louisiana Tech University, regardless of whether they are training under 14 CFR Part 141 or Part 61, are required to complete all stage checks, unless waived by the Chief Instructor.
5. The purpose of the above is assure that all trainees endorsed and sent to Designated Pilot Examiners by Tech and its instructor force do indeed meet our standards.
6. All instructors are expected to follow the course curriculum as closely as possible. If a particular lesson cannot be completed due to conditions beyond our control (i.e., weather, availability of aircraft with specific equipment), the instructor will be prepared to cover the next available lesson.
   a. Example 1: The current instrument lesson calls for GPS approaches. Due to aircraft availability, the CFI is dispatched a non-IFR certified GPS aircraft (or is dispatched an aircraft without a GPS). The instructor will proceed to the next lesson that doesn’t require an IFR certified GPS.
   b. Example 2: The current lesson is VFR maneuvers. IMC prevails in the area. The instructor will proceed to the next available ground lesson.
7. Instructors are NOT empowered to omit lessons/units from the syllabus. In the case of a student who is exceeding standards and advancing more rapidly than the syllabus demands, instructors ARE empowered to add line items, i.e. more complex maneuvers or review maneuvers, as desired.
Part 61 and Part 141 Training (Additional Guidance)

1. The awarding of a Louisiana Tech University Professional Aviation degree implies completion of flight training at Louisiana Tech University. Notwithstanding legitimate transfer students, the value of the Tech degree is diluted by handing it to students who did their flight training under other systems and at other locations.

2. Flight training at Louisiana Tech University is meant to be uniform and syllabus-driven. While there is no prohibition against us doing Part 61 training (except that the student must be a Tech student, i.e. registered), we need a standardized system of placing students who arrive at Tech with previous flight training experience.
   a. Part 61 experience has zero legal value towards completing our Part 141 syllabi.

3. New students having any previous aeronautical experience (outside Tech) will present their logbook to the chief instructor during their first day at Flight Operations.

4. All students will accomplish Stage 1, Lesson 1, Unit 1 of the course in which they begin. All students will accomplish all stage checks for their course of training before being endorsed for any practical test by a Tech CFI.

5. **Private.**
   a. Students transferring from another Part 141 Private Pilot training program will be credited in accordance with 14 CFR 141.77.
   b. Private Pilot candidates (Student Pilots) often enter Louisiana Tech University with “some” aeronautical experience, i.e. dual received under Part 61. Unless, the student has already soloed, he/she can expect to complete our entire flight syllabus.
   c. If the student has already soloed, the student may complete training under Part 61. Such a student will first accomplish an oral evaluation and flight with a Tech check instructor. Following the eval, the check instructor coordinates with the chief instructor, who will place the student at an appropriate point in the syllabus. Directed syllabus events after that point will be accomplished. This method will require CFI attention to detail, to ensure Part 61 requirements are met and documented in the student’s logbook. This method may or may not result in cost savings.
   d. Students who already hold a Private certificate will be credited with PRAV 110 and PRAV 111 after the student obtains an Instrument rating through Tech.

6. **Instrument.** Instrument training under Part 61 requires 50 hours of cross-country PIC time. Students proposing to complete their Instrument rating under Part 61 must show this requirement is met in their logbooks. They must then be evaluated for syllabus placement. They must then pass each stage check. Circumstances calling for this course of action are rare, but possible. See the Chief Instructor.
   a. Students transferring from another Part 141 Instrument training program will be credited in accordance with 14 CFR 141.77.

7. **Commercial.** Part 61 Commercial requires 250 hours total time. Louisiana Tech University’s Part 141 Commercial Pilot flight syllabus requires 120 hours of aeronautical experience in the course. These 120 hours must be accomplished on Tech syllabus flights, in Tech aircraft, with (or under the supervision of) Tech CFIs. 24 of these 120 hours may (and should) be accomplished in Louisiana Tech University’s flight training device.
   a. Students transferring from another Part 141 Commercial Pilot training program will be credited in accordance with 14 CFR 141.77.
   b. In the past, it has been common for students to enter Commercial Pilot training, but then self-declare that they are “going Part 61” upon amassing 250 flight
hours—most of which was gotten outside of Tech. They would then proceed to their Commercial practical.

c. **Definition.** As used below, “program entry” means when the student enrolls in any Tech flight course or ground school (PRAV 101, 102, 110, 111, 240, 241, 242, 243, 340, 341, 342, 343, 344).

d. Whether or not a Louisiana Tech University Professional Aviation major student may pursue a Commercial Pilot certificate under 14 CFR 61 will now be determined **upon that student’s initial entry into any course in the Professional Aviation program.** This determination will be made based on the student’s total aeronautical experience *at the time of program entry.* There will be no redetermination.

e. The “Magic Number” is 130. Students possessing less than 130 hours of logged aeronautical experience *at the time of their entry to our program* will complete the entire LTU Commercial syllabus, if they wish to major in Professional Aviation. Students entering Tech with greater than 130 flight hours may pursue the Commercial certificate at Tech under Part 61. These students will be evaluated for program placement, and will complete all stage checks. Their CFIs will consult directly with the chief instructor, to verify all Part 61 requirements are met. Being a “Part 61 student” does not equate to unstructured training. It just means select some syllabus sections may be omitted.

f. Once Professional Aviation major students begin flight training at Louisiana Tech University, they will obtain their Commercial pilot training in accordance with our 14 CFR 141 approved Commercial Pilot flight course, and are required to complete the course, regardless of any extracurricular aeronautical experience they may gain **after** program entry.

g. Students **who have held** a Private certificate **with** an Instrument rating since at least December of 2010 may continue to pursue their Commercial under Part 61, if desired.

h. There will be no further “going Part 61” by Professional Aviation major students once they commence flight training at Tech, regardless of their attainment of total flight time after program enrollment.

8. The objective of these policies is to produce a uniform pilot product. Experience has proven that obtaining 250 hours total time (with most of it accomplished outside of our program) is no substitute for following a structured program. The further objective is to award Tech Professional Aviation degrees to students who actually did do their flight training at Tech.

**PROFESSIONAL AVIATION MAJOR REQUIREMENTS**

Requirements for a major in Professional Aviation are clearly stated in the Louisiana Tech University Catalog. Waiver of any provision thereof is at Department Head discretion.

Students that have attended other learning institutions and obtained FAA Certificates/Ratings may be allowed to transfer them into Tech Professional Aviation degree program. After enrollment, taking courses at other learning institutions will be permitted only when the student follows the approved process and obtains Department Head approval.
It is in the best interest of Tech aviation students to attend all aviation training and education at Louisiana Tech University. Flight time credit for flight students joining the program with training in progress for a certificate or rating is in accordance with 14 CFR 141.77.

In addition to the above policy and the Catalog procedures on transfer of credit, students (who already have a Private Pilot certificate) must get all subsequent required certificates/ratings (Commercial/Instrument/CFI) through Louisiana Tech. Absent Department Head approval, failure to adhere to this policy will result in the student not graduating in Professional Aviation.

The Department Head approves college credit for transfer students. The Chief Instructor will, in accordance with 14 CFR 141, assess and approve/disapprove student requests for transfer credits for FAA Certificates/Rating courses. This may include written testing and/or an evaluation flight to determine the point at which the student should start in the syllabus.

**STUDENT GRIEVANCE/APPEAL PROCESS**

Students will follow the following process for any dispute regarding flight course grading.

1. The student must **appeal directly to the flight instructor** within five (5) school days after the event occurred. Every reasonable effort should be made by both parties to resolve the matter expeditiously.

2. If the question is **not resolved**, the student may file a **written appeal to the Chief Instructor** within five school days after the attempt to resolve the matter with the instructor has failed. Within five school days of receipt of the written appeal, the Chief Instructor will schedule a conference with the student and the instructor in an effort to resolve the grievance. The student and the instructor will be notified in writing of the date, time, and place of the conference. Within five school days of the conference, the Chief Instructor will prepare a report of the disposition of the matter with copies to the student, the instructor, and the Department Head.

3. If either the **student or the instructor wishes to appeal** the disposition of the matter, he/she may do so in **writing to the Department Head** within five school days of the receipt of the Chief Instructor’s report. Within five school days of receipt of the written appeal, the Department Head will schedule a conference with the student and the instructor in an effort to resolve the grievance. The student and the instructor will be notified in writing of the date, time, and place of the conference. Within five school days of the conference, the Department Head will prepare a report of the disposition of the matter with copies to the student, the instructor, the Chief Instructor, and the departmental records. The Department Head shall issue a written decision with copies to all involved parties. The Department Head’s decision is final and binding.

**FRATERNIZATION**

*Fraternization* is a personal relationship between a student and flight instructor that crosses the boundary of a working relationship. Fraternization means inappropriate relationships in the workplace. The most common example is a flight instructor dating their student. Fraternization might be a personal relationship that affects other students feeling of equal and quality training, or impacts upon objectiveness. For Tech Professional Aviation purposes, the definition of
fraternization is expanded to include favoritism. To preclude this, students will not be instructed by their close friends or relatives, if such exists in the program. Additionally, students and their assigned instructors will never borrow/lend money from/to each other, nor will they gamble with each other. It is essential that a healthy and professional workplace be maintained at all times. If any of the above is the case, an instructor change is in order. Fraternization between flight instructors and their assigned students will not be tolerated. This is to preclude favoritism and to avoid potential sexual harassment issues.

➢ **Fraternization is:**
  - Not necessarily related to the individuals’ genders
  - Detrimental to good order and discipline
  - Detrimental to professional training
  - A potential legal violation
  - Prohibited

➢ **Fraternization could result in:**
  - The questioning of an instructor’s objectivity
  - Actual or perceived preferential treatment
  - Compromising integrity
  - Administrative or punitive action

➢ **Healthy Relationship Traits include:**
  - Respect
  - Non-Harassing
  - Honesty
  - Non-compromising
  - Loyalty
  - Positive Influence
  - Trust
  - Professional Commitment

If fraternization is identified, accused, claimed to exist, or suspected, the Chief Instructor will conduct a thorough investigation of the issue(s). The following due process will be adhered to in the investigation:

1. Each associated party and witness will prepare a written statement identifying activities, actions, and any facts supporting the claim or defense.
2. Interview of each associated party.
3. Each interview will be documented in totality, and other information related to the request will be assembled.
4. A summary of the facts will be prepared, and submitted in writing, with his/her recommendation(s) to the Department Head.
5. Due process may include a hearing where each party may present their issues and/or defense. The Fraternization Board will consist of the following members: Department Head, Chief Instructor, and a CFI.
6. Upon hearing and review of the facts and issues, the board will find on the validity of the offense.
7. In cases where fraternization is clearly established to have occurred, the Fraternization Board will forward findings to the appropriate authority for action.
8. The board decision is final.
DRESS CODE

Flight instructors and dispatchers are expected to convey the essence of professionalism through their personal appearance. This includes neatly groomed hair, being clean-shaven, and wearing shirts neatly tucked into trousers. Flight instructor and dispatcher attire will show no sign of being soiled or excessively worn.

For all flight instructors and dispatchers, at least:

1. Long pants or slacks (not blue jeans).
2. Clean shoes, free of holes.
3. Shirt and tie, or an official Louisiana Tech University collared polo shirt (blue or red for CFIs, black or gray for dispatchers).

Students enrolled as a Professional Aviation major must be aware that they are training in, and will ultimately be working in, a professional, safety-oriented atmosphere. With this in mind, all students will dress in a professional manner. Students must wear clothes as deemed appropriate. Hair must be in a neat style (groomed) so as not to interfere with flight performance. Students will wear attire that is serviceable in appearance (no holes, tears, cuts, etc.) showing no sign of being soiled or excessively worn. Shirts will be tucked into trousers. Any student arriving for a lesson wearing shorts, dresses, or open-toed shoes will forfeit his/her position on the schedule.

For all flight students, at least:

1. Long pants.
2. Clean shoes, free of holes.
3. Shirt and tie, or an official Louisiana Tech University collared polo shirt (gray in color).

Exceptions:
   a. On Fridays, students may wear Department organizational T-shirts, tucked into trousers.
   b. Flight Team uniform shirts are always authorized to be worn.
   c. Occasionally, at the beginning of a Quarter, the Department will run out of the approved student polo shirts. In this instance, any conservative collared shirt may be worn until the situation is corrected.
   d. ROTC students may always wear any dress or utility uniform (not PT gear).

The above standards apply during the published Flight Operations hours of operation.

EQUIPMENT / DOCUMENT REQUIREMENTS

All students are required to have their medical certificate, pilot certificate, and photo ID in their possession at all times during flight training. Each student, before operation of any airplane, should ensure that the aircraft has on board the airplane flight manual (AFM), the airworthiness certificate, the registration certificate, weight and balance information, and the operating limitations. The student must also have an appropriate airplane checklist, headset, and current appropriate aeronautical charts. A flashlight is required for all night flights.
TELEPHONE COMMUNICATIONS

Telephones are available in the Louisiana Tech Flight Operations building. Their use (by other than employees) is limited to: flight scheduling, weather briefings, flight plan filing, flight plan closing, and messages for Flight Operations personnel. It is the dispatcher's / supervisor's job to answer incoming calls. However, if it is obvious that the dispatcher is unable to answer the telephone, please assist by answering and saying, "Louisiana Tech University Flight Operations." Take a message if appropriate. A communications log for the purpose of relaying telephone messages is located on the dispatcher's desk. Record whom the call is for, its nature, the time of the call, a contact telephone number, and your name.

Collect calls are not accepted by Flight Operations personnel. Students on cross-countries who need assistance from Flight Operations because of unplanned deviations due to an emergency or aircraft maintenance problems should contact Flight Operations as soon as practicable. Students lacking a cell phone should obtain a phone credit card for this purpose, and carry it in their flight gear.

GENERAL FLIGHT RESTRICTIONS

1. Spins will be performed only on dual sorties and in approved aircraft.
2. Bank angle will never exceed 60 degrees, and pitch attitude will never exceed 30 degrees nose up or down, unless taught in approved acrobatic or unusual attitude recovery training courses in approved aircraft.
3. Entry and exit from aircraft will be with all engines shut down unless approved and pre-briefed by the flight instructor.
4. The possession and/or use of narcotics is absolutely prohibited. Any staff member, instructor or student found to be using them is subject to immediate termination.
   a. The Department has a Drug Policy, to which students must agree in writing prior to flight training at Tech. This is to be documented in Talon/ETA as a Qualification.
5. Personnel taking prescription medication or any medication having any sedative effect are considered grounded. Personnel intending to fly while taking medication will advise the Chief Instructor. An AME statement approving flight may be required prior to resuming flying.
6. No student/instructor/staff member will consume any alcohol product within 8 hours of a scheduled flight lesson/ground school session. At no time will personnel intending to conduct flight training have a blood alcohol level above .04% by volume.

FLIGHT TRAINING OPERATIONS

Flight and Ground Instruction
Instruction is the formal presentation of material in an orderly format to enhance the learning process in the classroom or the aircraft.

1. Flight instructors will perform flight training in accordance with Training Course Outlines. This includes Part 61 training.
2. Flights are expected to be airborne at their scheduled departure times.
3. Training flights will return as scheduled regardless of the time of departure in order to keep the flight schedule on time for all instructors and students. Dispatchers may approve extensions immediately, if the aircraft is not scheduled for subsequent use.
4. Each flight instructor will complete all student records before departing from the workplace each day.
5. Flight training will not be changed unless approved by the Chief Instructor.
6. Flight instructors are responsible for approving and managing student flight schedules for solo flight training. The assigned flight instructor will request an aircraft and inform the Chief Instructor of all solo flight training.

General
The Chief Instructor (or assistant) will be present or readily available when training is being conducted or will be able to be reached by telephone or electronic means whenever training is being conducted.

Students do not congregate at the dispatch counter nor in the cubicle area.

No flight student in training may carry passengers on solo training flights.

Use of School Facilities and Training Aids
Students and/or instructors are welcome to use any ground facility except the Flight Training Devices (FTD) anytime except when scheduled training is taking place. These areas are to be kept neat and clean.

Ground and Air Aborts.
Pilots who start an aircraft, but do not take off (failed mag check, etc.) are not charged. They will secure the aircraft and return the clipboard to dispatch. The dispatcher will not Ramp In the sortie, but will instead cancel it, and record any used Hobbs time as MXX. Pilots who air abort are charged, since this a legitimate training experience.

TECH PRO AV WEBSITE

http://www.latech.edu/aviation
The Louisiana Tech University Department of Professional Aviation maintains a website with flight information, policies, procedures, and research links. Outlines of flight courses, this safety manual, departmental news, and e-mail addresses can be found on the site. Please visit the site often to keep up on upcoming events.

RAMP AND LANDING FEES FOR CROSS-COUNTRIES
Ramp fees are charged at many airports. This fee is nearly always waived with the purchase of AvGas. If there is any doubt (unfamiliar airport), aircrews should inquire in advance if this is the case, prior to using a given airport. Louisiana Tech University does not reimburse ramp fees paid by aircrews. The only exception would be a maintenance, weather, or an otherwise directed divert. (Even in this case, we still would likely fill the aircraft with fuel from the local vendor, to preclude a ramp fee.) Ramp fees are also not to be charged to the aircraft’s fuel card (Gold/MultiServe). In the event a ramp fee is charged, it must be put on a personal credit card, or paid for in cash. All the foregoing applies to landing fees, as well.
COURTESY CAR USE

Aircrews are reminded that FBO courtesy cars are intended for very short-term use, and are intended for FBO customers (i.e. fuel purchasers).

ENROLLMENT CERTIFICATE

Louisiana Tech University will, at the time a student is enrolled in a training course, furnish that student with a certificate of enrollment containing the name of the course in which the student is enrolled, and the date of that enrollment. Training syllabi and safety procedures and practices are furnished at the website listed above.
SECTION 2: SAFETY PROCEDURES AND PRACTICES

TRAINING WEATHER MINIMUMS (IAW 14 CFR 141.93(a)(3)(i))

Louisiana Tech prescribes weather minimums that must be met or exceeded before an aircraft is dispatched for a solo or dual flight. The weather minimums required by Louisiana Tech for cross-country flights must be forecast to remain, for all reporting stations along the proposed route of flight, for the proposed duration of the flight and for one hour thereafter. Unless approved by the Chief Instructor, flight is not permitted in Louisiana Tech aircraft unless the following minimums exist. *Max Gust shall be used as the limiting wind speed.

<table>
<thead>
<tr>
<th>Local Cross-Country</th>
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<tr>
<td><strong>Ceiling Visibility</strong></td>
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<tr>
<td>Private Pilots</td>
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<tr>
<td>Instrument Rated Pilots</td>
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</tbody>
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OBTAINING WEATHER INFORMATION

A preflight weather briefing before each flight is mandatory. Weather information can be obtained in several ways at Louisiana Tech.

Flight Service Station (FSS)
FSS can be reached at 1-800-WX BRIEF or when airborne on the Flight Watch frequency. A thorough preflight weather briefing is required before departing on any flight away from the immediate vicinity of Ruston. Weather information should be recorded on the Flight Plan/Release form.

Direct User Access Terminal Service (DUATs)
Users must have at a pilot certificate, and be a registered user for the service. Detailed instructions on how to register for DUATs service can be obtained online.
Ruston ASOS
The ASOS station located at the Ruston airport gives up to the minute weather observations in the METAR format. The observations can be obtained by telephone (242-0062) or by radio (119.525). Ruston ASOS should be consulted before departing on local flights and before returning to the Ruston area.

**Dispatchers have the authority to ground all aircraft due to weather conditions.**

**WEATHER STATUS**

The Chief Instructor/Assistant Chief sets the Weather Status for local flight operation, and will so inform the dispatcher, who will post the status.

**Unrestricted.** No thunderstorms or SIGMETS located within 20 NM of Ruston Regional Airport. Winds are less than the solo limits above. All training operations are permitted.

**Restricted.** Training continues but some qualifications are needed in accordance with the training weather minimums.

**Solos Pattern Only.** Ceilings preclude safe pre-Private solo area flights or cross-countries, but the weather is stable, and pattern work may be accomplished.

**Dual.** Current or forecast conditions require judgment and skill. Includes Marginal VFR and windy days.

**Dual/VFR Only** (Icing or embedded thunderstorms). Dual flights only, remain clear of visible moisture.

**Instrument.** An IFR clearance is required to depart or arrive Ruston. Minimums for departure are lowest available instrument approach minimums. An alternate will be declared.

**WX Recall.** Return to Ruston Regional immediately and full-stop.

**Stop Launch.** Airborne flights continue with caution. No further training sorties are dispatched.

**Directed Divert.** Supervisor or dispatcher directs Tech aircraft to divert to a specified airport. Crews require Tech permission to return to Ruston.

**SEVERE WEATHER**

**Tornadoes**
In the event that a tornado is spotted or one is suspected to be near, cover should be taken in a hallway or the computer lab area, which has no windows. If outside, proceed indoors. The first person to note or hear of a tornado will report to the Chief Instructor.
LAW ENFORCEMENT AND FIRE PROTECTION

Although located outside the city limits, Ruston Regional Airport belongs to the City of Ruston. If a need for either police or fire crews arises, personnel should call City authorities (i.e. not the Lincoln Parish Sheriff). If in doubt, call 9-1-1.

FIRE PRECAUTIONS AND PROCEDURES

Aircraft Fires
Aircraft fires will be dealt with according to the instructions in Section 3, "Emergency Procedures," in the Pilot's Operating Handbook. Students should commit these actions to memory.

Other Fires
Fire other than aircraft fires will be dealt with according to the following:

If a fire is detected or suspected, alert all persons in the vicinity. GET HELP! If the fire is small and localized, extinguish with the nearest fire-fighting equipment. If the fire is large, spreading rapidly, or inaccessible (such as in walls or ceilings), notify nearby flight school personnel and/or call the Ruston Fire Department or 911, then fight the fire with all available help and fire-fighting equipment. If a fire appears to be out of control or if the situation seems dangerous, evacuate the area immediately. Shout to spread the alarm.

Fire Extinguishers Are Located As Follows:
1. At the North exit to the ramp by the dispatch office
2. In the hallway leading from the cubicles to the flight planning room
3. At the South exit to the ramp by the janitor's closet
4. At the main entrance to the building
5. On each Ruston Aviation fuel truck
6. In the maintenance hangar inside of the lobby
7. In each Tech Cessna 172R/S between the pilot's and co-pilot's seat

MEDICAL EMERGENCIES

Should a person need medical attention due to severe injury or sickness, alert the dispatcher or other flight school personnel to arrange for emergency medical care.

FUEL RESERVES

FUEL REQUIREMENTS: All Louisiana Tech University training flights must be planned and flown in compliance with minimum fuel requirements as established and presented here:

LOCAL Half tank (both) minimum on departure.

VFR CROSS COUNTRY Tanks must be full on departure. Flights should be planned to reach the destination with at least one hour of fuel remaining.
IFR CROSS COUNTRY  Tanks must be full on departure. Flights should be planned to reach the destination, fly an approach, executed a missed approach, then fly to the alternate, fly an approach, and land with an hour of reserve fuel.

SAFETY MEETINGS

The Chief Instructor will conduct monthly CFI meetings for the purpose of safety training. CFIs and dispatchers are obligated to attend. The Department Head, the Department Safety Officer, and the Ruston Aviation Chief of Maintenance will be invited to attend this meeting.

All personnel will attend quarterly Professional Aviation safety meetings, conducted by the Department Head. Per the Department Head, personnel missing these meetings are grounded until they accomplish 10 online safety training modules, provided by the FAA and AOPA (five each). The certificates indicating course completion will then be turned in to the administrative coordinator.

Departmental safety meetings are often held in conjunction with the FAA. If this is the case, Tech personnel are required to establish an account and register at http://www.faasafety.gov/. CFIs will assist students with account set-up and registration.

HAZARD REPORTING

Personnel observing a safety hazard related to operations will report it to the Chief Instructor immediately. General flight safety hazards may be reported on the Aviation Hazard Reporting Form, located at http://ir.latech.edu/aviation/hazard-report-form.php.

Mandatory reporting events:
Tech pilots will report any of the following events using the appropriate form. If no particular form is designated, use the Flight Deviation Report Form found in Chapter 5.

1. Anything that adversely affect the handling characteristics of the aircraft or renders it unfit to fly.
2. An un-commanded loss of engine power.
3. Smoke or fire in an aircraft.
4. When an emergency is declared.
5. Any aircraft or property damage.
6. An off runway excursion. (Any part of the aircraft leaves the paved surface during taxi, take-off or landing).
7. When the flight crew becomes lost.
8. When an unsafe gear indication occurs or the landing gear fails to extend or retract normally.
9. Exceeding the operating limitations of the aircraft.
10. Loss of braking.
11. When landing with less than legal reserve fuel remaining.
12. When communications or navigation system fail or are impaired.
13. When a near miss, ATC incident, or wake turbulence encounter occurs.
14. When the use of drugs or alcohol by any crewmember is detected.
15. When bird/wildlife strike or foreign object damage (FOD) occurs.
16. Any event which may provide useful information to enhance the safety program.
USE OF ELECTRONIC DEVICES ON TECH AIRCRAFT

Cellular phone use, to include text messaging and photography, is prohibited in airborne Louisiana Tech University aircraft.

Photography, to include video recording, is permitted in Louisiana Tech University aircraft only when both a CFI and another certificated pilot (Private or higher) are on board, and aircraft control and maneuvering are pre-briefed.

iPod / music media use by the pilot in command is prohibited.

CROSSWIND TRAINING IN THE FLIGHT TRAINING DEVICE (FTD)

Due to our conservative wind restrictions, it is possible that our Private pilot trainees could reach their solo cross-country phase never having flown in crosswinds.

Private trainees will be introduced to a 15 knot crosswind in the FTD during their training. For those in the “new” flight syllabus, this will occur on Flight Stage 2, Lesson 3, Unit 2. Eventually, it will appear as a Special Syllabus item. For those in the “old” flight syllabus, it will occur on Stage 2, Lesson 12.

When conditions permit during dual cross-country training sorties, instructors are encouraged to seek out crosswind training opportunities, by requesting and utilizing a crossing runway.

“SOLO” AND “STUDENT PILOT” CALLSIGN USE

When operating in the Ruston local pattern, Student pilots will append “Solo” to their callsign. Example: “Ruston Traffic, Skyhawk 24576-SOLO, left base 36, Ruston.” The purpose of this is to draw the attention of other pilots sharing the pattern. Outside of Ruston, i.e. cross-country, Student pilots use the AIM-recommended “Student pilot” with their callsign.

CROSSWIND TABULAR DATA

A potential hazard to pilots is not knowing the crosswind component during takeoff and landing. The crosswind component graphical chart in the AFM could be consulted in flight, if there was a second pilot. However, this is not convenient, and rather difficult if the pilot is solo. There exists a way to estimate the crosswind component (listed below).

A tab data chart has been produced to aid Tech pilots in determining the crosswind component. The charts have been printed and laminated, and all Louisiana Tech University aircraft are now equipped with them. They are to be stored in the pilot’s side pocket, and remain with the aircraft.

Crosswind component may be rapidly estimated as follows:

1. Current wind is <30° off runway heading. Crosswind is negligible unless the total wind is very strong (>20 knots), in which case one should check the chart.
2. Wind 30° off: Half the wind speed is crosswind component.
3. Wind 45° off: Two-thirds of wind speed is crosswind component.

4. Wind 60° or more off: All the wind may be considered crosswind. This is imperfect, but conservative. If there’s a concern, check the chart.

Check pilots will check trainees’ knowledge of computing crosswind components on every aircraft stage check.

**OPERATIONS IN RETRACTABLE LANDING GEAR AIRCRAFT**

Louisiana Tech University pilot will use the following procedures when flying Louisiana Tech University retractable gear airplanes.

Upon pattern entry, landing gear will lowered on downwind IAW the before landing checklist. The hand of the pilot flying will remain on the gear handle until the green light illuminates. At that time, both pilots (unless solo) will visually verify a down gear on their side, and will verbally acknowledge same. Turning base, the verbal gear down statement will be repeated. A final gear check will be accomplished, followed by the pilot flying transmitting “gear down” on the operating radio frequency. For example, “Ruston traffic, Cessna 6299V, final 36, Ruston, gear down”. At towered airports, this call should be made during initial contact with the tower. If accomplishing an instrument approach, three gear checks will also be accomplished—at the FAF, at 1,000 AGL, and at MDA/DA.

Once established in the pattern with gear extended, Tech pilots will not normally retract the gear. Exceptions: 1) Aircrews practicing a static takeoff and Vx / obstacle climbout are authorized to retract the gear. 2) If obstacle clearance is in doubt, the gear will be retracted. This is likely in warm weather.

To preclude pilots becoming accustomed to the gear horn, pilots will not delay gear extension when accomplishing power-off accuracy approaches. Additionally, pilots will accomplish steep spirals with the landing gear extended.

Touch-and-goes in the RG are prohibited, unless a flight instructor is on board.
SECTION 3: AIRCRAFT SERVICING

ETHANOL

Ethanol gasoline is not approved for use in Louisiana Tech University aircraft—100LL only.

SERVICING AT RUSTON REGIONAL AIRPORT

Ruston Aviation is contracted to service Louisiana Tech University airplanes with fuel. If you find that the airplane dispatched to you requires fuel, advise Ruston Aviation of the tail number. Leave the airplane tied down. Do not taxi the airplane to the fuel truck; the truck will come to the airplane. Precautions that must be taken while the airplane is being fueled include:

1. Chock or tie down the aircraft.
2. Ensure master and ignition switches are off.
3. Ensure that the aircraft is grounded to the fuel truck.
4. Ensure that the fuel truck is chocked.
5. Do not smoke within 50’ of the aircraft.
6. After refueling, ensure that fuel caps have been properly secured.
7. Sump the fuel tanks before/after the aircraft has been serviced.
8. Sign the invoice if requested by ramp personnel.
9. Confirm that the amount of fuel shown on the invoice is correct by noting the meter on the truck.

After any flight when the fuel is below one-half tank, notify Ruston Aviation to refuel. This is to ensure there are no delays in subsequent departures.

SERVICING AT OTHER AIRPORTS

Observe the precautions noted above and personally supervise the fueling of your airplane to make sure that the aircraft is being serviced with 100 LL AVGAS and not JET A or automobile gasoline. Personally verify that pump meters are "zeroed" before fueling starts, and personally verify the number of gallons delivered when fueling is completed. Check fuel level after the aircraft has been serviced by looking in the tanks and at your fuel gauges. Drain all sumps before/after refueling to check for water or other contaminates.

FUEL EXPENSE REIMBURSEMENTS

Voyager
One Voyager fleet fuel card is assigned to each Louisiana Tech University aircraft. This card may be used only for aircraft fuel and oil purchases for a given aircraft, whose tail number is printed on the card. If an FBO accepts the card, then the card will be used. Although Voyager is widely accepted, cross-country crews must still carry cash or personal credit cards as noted below. This is due to the possibility that certain locations may not accept the Voyager card.

The dispatcher will issue the card to cross-country aircrews. Issue and return of the card will be annotated on the flight release form. The cards will be secured in the aircraft key storage area when not in use.
Upon return from cross-country, fuel receipts must be attached to Tach sheets, regardless of payment method. This is absolutely vital—do not blow off or lose the fuel receipt just because you personally do not think you need it.

Personnel are sternly cautioned to **never use the Voyager card for any purpose other than aircraft servicing.** The card is government property; misuse will result in job/education termination, and probable prosecution. Aircraft clipboards will have a plastic pocket for temporary stowage of the card during flight. The pocket will contain a paper card, when the Voyager card has not been issued.

Aircrews having a requirement to purchase fuel with a personal credit card or cash will be reimbursed by the Department. However, these reimbursements will no longer be cash, and the money will no longer be picked up at Davison Hall. Instead, the receipt will attached to the Tach sheet (as ever), and the Fuel Reimbursement form will be filled out and presented to the Flight Operations administrative coordinator. Subsequently, a check will be mailed to the individual. Note that there is a blank on the form to document why one’s personal credit card was used. There are legitimate reasons why one might do so (forgot Voyager card, Voyager card did not work, unplanned divert, etc., etc.) BUT personal preference or building up “points” on a personal credit card are not acceptable reasons.

In some cases, when an FBO runs the Voyager fleet fuel card, the pilot will be asked for an authorization number. This number is printed on small font on the front of the card. It is 7088. If any further problems are encountered, there is a 1-800 number on the back of the card.

### Fuel Receipt Lost or Forgotten
Failure to provide a fuel receipt to the dispatcher upon return from cross-country flight means that the PIC (not the dispatcher and not the administrative coordinator) has a problem which requires solution immediately (or if “immediately” is infeasible, on the next business day). If the PIC forgets to bring home the fuel receipt, he or she will personally contact the FBO and request a duplicate receipt be faxed to the ProAv main office at 318-257-2971. Have the sender address the fax to “Attention: Yvonne Buck.” Failure to comply with this policy will result in a charge to the student’s flight account equal to the fuel’s cost. If, on a dual flight, an instructor fails to comply with this policy, disciplinary action is likely.

### SERVICING AIRCRAFT WITH OIL
CFIs will instruct all flight students on the proper oil servicing procedures, including avoidance of cross-threading and/or over-tightening the dipstick. Use the following guidelines: Ensure that the oil conforms to the “approved oils” listed in the AFM. Check the MIL SPEC numbers on the oil container. Check the engine time in the aircraft records to determine if mineral oil is required. The minimum oil level that Tech airplanes will be flown with is six quarts. However, if the engine has six quarts, there is no need to “top it off”.

### SERVICING SUPPLIES
Louisiana Tech University aircrews will obey the following procedures with reference to the aircraft supply and equipment kits (i.e. the “tackle boxes”).
Each tackle box shall include the following items:

1. Two quarts oil. Unless specifically issued by the dispatcher, the oil will NOT be mineral oil.
2. One can of windscreen cleaning fluid.
3. One fuel strainer.
4. One plastic fuel level measuring tube. (Skyhawks only.) This device WILL be used any time the fuel is below the fuel filler tab (17.5 gallons usable fuel).
   
   i. Note: These devices are NOT calibrated for use with the RGs.
5. One tire gauge. (Skyhawks only.) Aircrews encountering tires that appear to have low pressure will check the tire pressure themselves. Note that the correct tire pressure is different for the ‘R’ and ‘S’ models; aircrews will make direct reference to the AFM if necessary. If pressure is low, contact qualified maintenance personnel. In the unlikely event that a Tech pilot must air up the tires, be aware that the tires fill up quite rapidly. Also note that the RGs have no tire gauges at this time. They utilize a higher pressure and are recommended to be checked by qualified maintenance personnel.
6. One bungee cord for securing the box in the aircraft.
7. One funnel for oil replenishing.
8. One rag clean enough to properly clean a windscreen.
9. One rag suitable for oil checking.
   
   a. The blue paper shop clothes are suitable for either ‘8’ or ‘9’ (two different clothes, please).

The tackle boxes will NOT contain any of the following:

1. Excess oil. Aircrews will wipe this out.
2. Empty oil cans. Aircrews using oil will dispose of the container prior to returning the box to the dispatcher, and will point out to the dispatcher the need to restock that box.
3. Trash of any sort.

Tech personnel are reminded that the tackle boxes and their contents are University property, for which they are liable. Tech personnel are also reminded that we are “all in this together”, and our attention to detail in this matter reflects our care for each other and for our equipment.

1. The following is the correct procedure for the issuance of an aircraft supply and equipment box:
2. Instructor or trainee obtains tackle box for the appropriate tail number from the closet.
3. Instructor or trainee presents tackle box to dispatcher for inspection.
4. Dispatcher ensures box contents meet the above list. If it does not, dispatcher will contact the previous dispatcher and/or aircrew to find out why this is so.
5. If something significant (i.e. the fuel stick or the tire gauge) is missing, that aircraft will not be flown until such time as the matter is resolved (i.e. dispatchers will not sign flight releases or issue keys.)
6. Aircrew steps for sortie, flies, and returns.
7. Aircrew polices up the box, removing any empty cans, trash, or oil spillage.
8. Aircrew returns box to dispatcher, pointing out any items needing replacement or replenishment.
9. Dispatcher inspects box, accepts it from aircrew, and refills anything that needs it.
AIRCRAFT DEICING

Aircraft may be defrosted using a solution of 2/3 isopropyl alcohol and 1/3 water. The alcohol and a sprayer are stored in the dispatch closet.

Precautions:
1. Alcohol is flammable.
2. Avoid getting alcohol on your person.
3. Avoid getting alcohol on Plexiglas windscreens.

The solution listed above is effective only against light frost. Heavy frost will begin to dissolve, and become mushy, but will not come off without extensive manual work with a cloth. Additionally, if the OAT is less than 0°C, refreezing is likely. In the case of actual snow or ice adhering to the aircraft, the alcohol solution will not work, and will not be attempted.

The opening dispatcher will note the required number of planes for the 8 AM schedule slots. He/she will then inspect the airplanes, and, if able, defrost an appropriate number.

Personnel having a wintertime requirement to depart Ruston cross-country prior to 8 AM should advise the closing dispatcher the afternoon prior. The closing dispatcher will coordinate with Ruston Aviation for hangaring. Note that space is limited. Hangaring aircraft is not routine.

Aircrrews flying the last sortie of the day will, to the extent possible, park their aircraft facing WEST. This angle will aid in frost melting.

DIRECTIVE ON WHEN TO REFUEL AIRCRAFT

Students and instructors operating the last sortie daytime sortie of the day will, at sortie completion, call Unicom for immediate refueling, regardless of fuel level. This will preclude delays in beginning the next day’s early morning sorties.

Instructors flying a night sortie will advise the closing dispatcher of any aircraft with less than 15 gallons per side. The closing dispatcher will leave appropriate notes on the wall-mounted clipboards for the opening dispatcher to have the applicable aircraft refueled first thing in the morning. Instructors operating prior to normal dispatch hours can also observe these notes, to preclude having to manually figure out which airplanes have suitable fuel levels.

These procedures do not apply when flying N24576.
SECTION 4: INOPERATIVE INSTRUMENTS AND EQUIPMENT

MAINTENANCE DISCREPANCY REPORT (MDR)

Pilots of Louisiana Tech University aircraft must report any mechanical, electrical, flight control discrepancies, or damage to the aircraft immediately upon detection.

Maintenance discrepancy report (MDR or “squawk sheet”) forms are available from the dispatcher, and will be used by reporting pilots. If more than one discrepancy is found for a particular aircraft, use a separate MDR form to report each discrepancy. After completing the MDR form, the reporting pilot will turn it in to the dispatcher, who will then not dispatch that aircraft until a supervisor has determined the status of the aircraft and authorizes it to return to service. (For these purposes, the chief dispatcher is included as a supervisor.)

When an MDR is turned in to the dispatcher, the dispatcher will remove the aircraft from service and notify the supervisor. The supervisor will determine the status of the aircraft and indicate his determination on the report (restricted or grounded). The white and pink copies will be taken to the maintenance hangar; the yellow copy will be placed on the aircraft's clipboard on the wall. If the discrepancy is deferred, the MDR will remain under the aircraft's wall-mounted clipboard. If the supervisor has any question as to whether or not the aircraft should be grounded, a qualified mechanic will be consulted. The aircraft will not be dispatched until a determination of the aircraft's airworthiness can be made. The dispatcher will note the discrepancy and aircraft status in Talon/ETA. If the aircraft is grounded, it will not be dispatched until a mechanic has inspected the problem, and/or corrected the discrepancy. The supervisor then approves the aircraft for return to service. If the aircraft is authorized restricted operations, it will be dispatched only in accordance with that restriction.

Aircraft squawk sheets are to be written in plain English, using appropriate nomenclature. Crews describe symptoms. They do not diagnose the problem. Crews who do not know how to properly complete a squawk sheet are encouraged to see the Chief Instructor.

The ops supervisor grounds or restricts aircraft. Dispatchers will not re-issue a squawked aircraft until the ops supervisor has made that determination. An ops supervisor is always available by telephone to aid in this. Dispatchers do not make the determination alone; absent ops supervisor input, he/she will ground the aircraft.
FLOW CHART FOR INOPERATIVE INSTRUMENTS AND EQUIPMENT

During the preflight inspection, the pilot recognizes inoperative instruments or equipment.

Is the equipment required by the aircraft’s equipment list or the kinds of equipment list? (FAR 91.213(d)(2)(ii).)

| If YES, the aircraft is unairworthy and maintenance is required |

If NO, is the equipment required by the VFR-day type certificate requirements prescribed in the airworthiness certification regulations? (FAR 91.213 (d)(2)(ii).

| If YES, the aircraft is unairworthy and maintenance is required |

If NO, is the equipment required by AD? (FAR 91.213(d)(2)(iv).)

| If YES, the aircraft is unairworthy and maintenance is required. |

If NO, is the equipment required by FAR 91.205, 91.207, etc.? (FAR 91.213(d)(2)(iii)

| If YES, the aircraft is unairworthy and maintenance is required |

If NO, the inoperative equipment must be removed from the aircraft (FAR 91.213(d)(3)(i)) or deactivated (FAR 91.213(d)(3)(ii)) and placarded as inoperative. At this point, the pilot shall make a final determination to confirm that the inoperative instrument/equipment does not constitute a hazard under the anticipated operational conditions before release for departure.

FAILURE TO ACCOMPLISH THE SHUTDOWN CHECKLIST

Failure to accomplish the “Master Switch – OFF” step of the Shutdown checklist can result in a dead aircraft battery. A dead battery results in a $120.00 charge to Tech for Ruston Aviation to get it going again. Trainees who lack the checklist discipline to turn the master switch off will be charged a “Battery Maintenance Fee” of $120.00, if their failure results in a dead battery. This is not a punitive fine; it is simply to reimburse the University for unnecessary maintenance costs generated solely by the pilot. Other cases, like failure to install control locks, secure aircraft, etc. will result in documented counseling by the Chief Instructor. This is a flight discipline matter, as well as a financial bottom line matter. There will be no other warnings beyond this one. Opening dispatchers will report any dead batteries (with master switch left on) to the Chief Instructor, along with the name of the last pilot last to fly that aircraft.
SECTION 5: EMERGENCIES

EMERGENCY AUTHORITY OF THE PILOT IN COMMAND

A safety of flight condition should not be allowed to become an imminent danger before the PIC or flight instructor exercises his or her emergency authority. If it is believed after evaluation of the situation that an emergency exists or will be created, the PIC should exercise emergency authority. In an emergency situation, the PIC may take whatever action deemed necessary.

NOTIFICATION OF AN EMERGENCY

Emergency conditions do not require ATC clearance. However, for safety and expeditious handling during emergency conditions, it is essential that ATC be advised of the pilot's plan, intentions, or actions taken on the operating frequency, or if necessary on emergency frequency (121.5). ATC will inform all necessary agencies of emergency action by the pilot. If in the local area and time and circumstances permit, Tech Flight Operations should be notified on 123.5.

DIVERSION OR OFF-AIRPORT LANDINGS

Emergencies that require recovery at an alternate airport or an off-airport landing site should take the following into account:

- Nature of the emergency / irregularity
- Airplane performance and time to diversion airports
- En route weather
- Terminal weather
- En route terrain or obstructions
- En route and terminal navaids
- Number, length, width, and condition of runways
- Pilot airport familiarity
- Emergency/ medical equipment availability

Pilots who divert to an unplanned field will contact the Dispatcher for redispacth. Pilots who land at other than an airport will contact the Chief Instructor, and will not take off. Flight Operations will arrange aircraft security and ground transportation as needed.

ACCIDENT NOTIFICATION PROCEDURES

If an aircraft is involved in an incident/accident, use the following procedures as a guide.

Aircraft Dispatcher: The First Responder

Promptly, upon learning of an incident or accident involving a school airplane, the dispatcher will record the following information of the person calling:

1. Name, location, and telephone number of contact.
2. The best estimate of the situation.
3. Keep the caller on the telephone and notify the Chief Instructor or Assistant Chief.
4. Notify the Department Head immediately if unable to make contact with the Chief Instructor or Assistant Chief.
Next, gather the pilot and aircraft records and give them to the Chief Instructor or Assistant Chief. DO NOT openly speculate about what happened or give out information to any media, to include social media, i.e. FaceBook. Most often, initial information is incomplete, confusing, and contradictory. The dispatcher will refer all inquiries of the incident/accident to the Chief Instructor or Assistant Chief, who will only discuss the matter with the Department Head or government authorities. The dispatcher may be required to serve as an assistant during the situation.

**Chief Instructor/Assistant Chief:**
The Chief Instructor and Assistant Chief will immediately notify each other and the Department Head.

The Chief Instructor/Assistant Chief should log the name, telephone number, and address of each person and request the reason for their inquiry or interest in the event. An example of a response to a call: "May I ask the reason for your interest or concern of the incident or accident?"

Generally, an example of the Chief Instructor/Assistant Chief response to an inquiry will be: "An incident/accident has occurred and an official investigation is under way. Additional information will be made public when more is known." If necessary, a University official will respond to the call when time permits.

The Chief Instructor will coordinate with the Department Head and appropriate authorities for search and rescue efforts. Notification of the FAA and NTSB will be made as soon as practical and appropriate procedures followed. The Chief Instructor will conduct an investigation.

The procedures are usually:
1. Securing any and all aircraft and flight records.
2. Site inspection with tape, camera, and maps.
3. A record of weather conditions reported.
4. Written statements and interviews of witnesses.
5. Written statements and interviews of pilot(s).

**Pilots will review 49 CFR 830 for applicable definitions that relate to aircraft accidents.**

**PHONE NUMBERS**

<table>
<thead>
<tr>
<th>Office/Department</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Louisiana Tech University Flight Operations (airport)</td>
<td>(318) 257-5080</td>
</tr>
<tr>
<td>Professional Aviation Office (campus)</td>
<td>(318) 257-2691</td>
</tr>
<tr>
<td>Ruston Aviation (RSN FBO)</td>
<td>(318) 251-9098</td>
</tr>
<tr>
<td>Monroe Tower</td>
<td>(318) 327-5600</td>
</tr>
<tr>
<td>Ruston Police</td>
<td>911 or 255-4141</td>
</tr>
<tr>
<td>Ruston Fire Department</td>
<td>911 or 255-4762</td>
</tr>
<tr>
<td>Baton Rouge Flight Standards District Office</td>
<td>1-800-821-1960</td>
</tr>
<tr>
<td>Chief Instructor cellular</td>
<td>(478) 973-5193</td>
</tr>
<tr>
<td>Department Head cellular</td>
<td>(318)243-1143</td>
</tr>
</tbody>
</table>
FLIGHT DEVIATION REPORT PROCEDURES

Aircraft Flight Operations
All pilots will operate Louisiana Tech University aircraft in accordance with the procedures and limitations contained in Airplane Flight Manual. Only those maneuvers contained in the AFM are approved for flight in the aircraft. In the event of an unintended maneuver that exceeds the procedures/limitations contained in the Airplane Flight Manual, the pilot will treat the event as a deviation from aircraft limitations.

Policy and Procedures for Filing a Deviation Written Report
In the event of an inadvertent deviation from the limitations contained in the Airplane Flight Manual, the pilot is required to report the incident immediately to the Chief Instructor or operations supervisor. The aircraft be grounded for inspection. In addition to the oral report, the pilot will submit a written report explaining the circumstances regarding the incident, using the Deviation Report form, found on the next page. This report will be presented to the Chief Instructor in the event deviations from the Pilots Operating Handbook, Airplane Flight Manual, this manual, Federal Aviation Regulations, or other incident of which the Chief Instructor should be aware. Each person involved or witness to an accident, incident, or deviation of the rules, policies, and/or procedures will report to the Chief Instructor.

Disclosure Policy and Procedures for Reporting Violation of Federal Aviation Regulations
The pilot involved with an FAR violation should submit the NASA Report (as described in 14 CFR 91.25) as soon as possible after the violation and, if necessary, submit a Disclosure Report to Federal Aviation Administration, Flight Standards District Office in Baton Rouge.

Ethics
Ethics in the management of the flight school and training of the students play an important part in the school’s operations. Pilots are trained to follow rules, document flights in aircraft logs, pilot records, and submit reports. It must be emphasized that pilots are constantly learning from new experiences and deviations are probable. When deviations are reported, the report to the school will help bring closure to the incident. Ethics, flight safety, and professionalism in the operations of the flight school are paramount. Positive reinforcement is the preferred consequence in the conduct of our operations.

Tech Flight Deviation Report
This form is completed after any flight deviation by a student or flight instructor. After completion, it will be turned in to Dispatch upon return to Flight Ops.
SECTION 6: STANDARDIZATION AND FLIGHT SAFETY

MINIMUM ALTITUDES

The minimum altitudes specified in FAR 91.79 will be observed.

Dual flights may set up and practice forced landings in deserted areas down to 500’ AGL. The purpose of this is to allow the CFI to judge whether a safe landing could have been made. Crews will avoid property occupied by buildings (i.e. chicken houses.) Selection of these areas must not result in complaints from the non-flying public.

Flight instructors are recommended to instruct students in simulated emergency landings while over established airports where the landing can actually be performed all the way to touchdown. Simulated engine out approaches and landings should be performed using throttle reductions only. Shutting off the mixture, fuel valves, or magnetos will not be performed. During long power off glides, carbureted engines should be cleared by briefly opening the throttle to 1,500 RPM at least once every 500’ of altitude lost.

Ground reference maneuvers shall be performed no lower than 1000’ AGL (except for Eights on Pylons), and no nearer than one mile from any structure taller than a two-story building.

AVOIDANCE OF OTHER AIRCRAFT

The pilot in command (PIC) is responsible for seeing and avoiding other traffic. Being in radar contact with ATC, or on an instrument flight plan does not relieve the pilot of the responsibility to see and avoid other traffic. View limiting devices will be used only on dual flights or when an authorized safety pilot is present.

POSITIVE EXCHANGE OF FLIGHT CONTROLS

Reference AC 61-115: This advisory circular provides guidance for all pilots, especially student pilots, flight instructors, and pilot examiners, on the recommended procedure to use for the positive exchange of flight controls between pilots when operating an aircraft.

During flight training, there must always be a clear understanding between students and flight instructors of who has control of the aircraft. Prior to flight, a briefing should be conducted that includes the procedure for the exchange of flight controls. The positive three-step process in the exchange of flight controls between pilots is a proven procedure and one that is strongly recommended.

When an instructor is teaching a maneuver to a student, the instructor will normally demonstrate the maneuver first, and then have the student: follow along on the controls during a demonstration and, finally the student will perform the maneuver with the instructor following along on the controls. When the flight instructor wishes the student to take control of the aircraft, he/she says to the student, “You have the flight controls.” The student acknowledges immediately by saying, “I have the flight controls.” The flight instructor again says, “You have the flight controls.” During this procedure, a visual check is recommended to see that the other
person actually has the flight controls. When returning the controls to the instructor, the student should follow the same procedure the instructor used when giving control to the student. The student should stay on the controls and keep flying the aircraft until the instructor says, “I have the flight controls.” There should never be any doubt as to who is flying the airplane.

Flight instructors should always guard the controls and be prepared to take control of the airplane. When necessary, the instructor should take the controls and CALMLY announce, “I have the flight controls.” The student will immediately acknowledge and relinquish control, allowing the instructor full and effective control of the aircraft. Anxious students can be incredibly strong and usually exhibit reactions inappropriate to the situation. If a recovery is necessary, there is absolutely nothing to be gained by having the student on the controls and having to fight for control of the aircraft.

Students should never be allowed to exceed the flight instructor's limits. Flight instructors should not exceed their own ability to perceive a problem, decide upon a course of action, and physically react within their ability to fly the airplane.

Students freezing on the controls has resulted in fatalities at other pilot schools. If a student should ever fail to relinquish the flight controls upon command, he/she will be counseled by the Chief Instructor. If the behavior ever recurs, the student will be removed from the program.

PREFLIGHT INSPECTION PROCEDURES

- All aircraft preflight inspections will be conducted in accordance with the applicable aircraft checklist.
- All required documents including aircraft (14 CFR 91.9, 91.203) and personal documents (14 CFR 61.3) are required to be aboard before flying. Contact Dispatch if any documents are missing.
- Hobbs Readings
  - If there is any discrepancy between the Hobbs meter for a particular aircraft and the dispatch paperwork, the error must be resolved before aircraft operation.
  - If the aircraft is operated without resolving a Hobbs error, the last pilot to fly the aircraft will be responsible for and charged for the flight time.
- Ensure the aircraft is free of trash and all loose objects are secured.
- Ensure the aircraft windows are clean.
- Fuel samples and oil supply
  - Fuel samples should be taken before every flight.
  - Uncontaminated fuel is returned to the tank.
- During cold weather (below freezing), pilots will ensure there is no frost on the aircraft.

GROUND AND FLIGHT OPERATIONS

Before leaving the parking place after engine start, test the brakes by allowing the aircraft to move slowly forward, then stopping it with the brakes. If either or both brakes fail to work properly, shut the engine down immediately. Secure the airplane and report the discrepancy to the dispatcher. Taxi no faster than you can walk within the parking areas and at a safe speed on the taxiways. Do not run checklists while taxiing. Instead, stop the aircraft in a safe spot, and devote full attention to the checklist. Be aware of what is behind the aircraft and where you are
directing the prop blast. When returning to the parking area, give way and stop for aircraft leaving the ramp. Taxi accidents are always 100% pilot error. Use minimal braking during these operations. Taxiing at more than 1,000 RPM is unnecessary.

**Runway Incursion Prevention (excerpted from DOT/FAA Policy N 8900.92)**

1. Read back all runway crossing and/or hold-short instructions.
2. Review airport layouts as part of preflight planning and before descending to land, and while taxiing, as needed.
3. Know airport signage.
4. Review Notices to Airmen for information on runway/taxiway closures and construction areas.
5. Do not hesitate to request progressive taxi instructions from air traffic control (ATC) when unsure of the taxi route. A pilot may call upon ATC (ground control) for help in confirming position at any time during taxi, or when holding short of a runway. Help from ATC is particularly valuable in conditions of reduced visibility.
6. Check for traffic before crossing any runway or entering a taxiway.
7. Turn on aircraft lights and rotating beacon or strobe lights while taxiing.
8. When landing, clear the active runway as quickly as possible then wait for taxi instructions before further movement.
9. Study and use proper radio phraseology as described in the Aeronautical Information Manual in order to respond to and understand ground control instructions.
10. Write down complex taxi instructions at unfamiliar airports.
11. When holding short and when in takeoff position, select the most expanded scale available on the horizontal situation indicator of the electronic flight information system, or the multifunction display map view, on appropriately equipped cockpits to confirm the airplane is where it is intended to be and that it is oriented as expected.
12. When in takeoff position one pilot should verbally announce that the correct runway and departure procedure are selected in the flight management system when so equipped, and that the airplane’s heading agrees with the assigned runway for takeoff.

**Parking Aircraft Near Tech Flight Operations**

Louisiana Tech University pilots will not park their aircraft on the southern edge of the ramp near the Flight Operations entrance unless directed to do so by the dispatcher. Dispatchers will only direct this option if they have the next aircrew immediately ready to step. If so directed, Tech pilots will park the aircraft east of the gravel path, facing north, with the tail of the aircraft over the grass. The aircraft will be chocked. The purpose of the above is to ensure that Tech aircraft do not obstruct entrance or exit to/from the south side of the City of Ruston T-hangars.

**Parking**

Louisiana Tech University pilots will **NOT** attempt to taxi between two aircraft at an angle for the purpose of achieving a “pull-through” parking job. Wingtip collisions have resulted from these maneuvers. The following diagrams show two examples of prohibited taxi maneuvers.
Spot A occupied
Spot B vacant
Spot C occupied

Do not attempt to angle in to pull through to Spot C.

Spot A occupied
Spot B occupied
Spot C vacant

Do not taxi through Spot E trying to pull through to Spot B.

Spot A occupied
Spot B vacant
Spot C occupied

Spot D occupied
Spot E vacant

Spot D occupied
Spot E occupied
Procedures for Starting and Taxiing Aircraft

Engine Starting Procedures
- Engine start will be in accordance with the pilot operating handbook or the provided checklist.
- The parking brake will be set before engine start.
- The anti-collision light system will be activated and the area cleared by calling “clear” out of the pilot’s window. At night, the navigation or position lights will be turned on.
- Cold weather starts will be in accordance with the pilot-operating handbook.
  - Aircrews are reminded that additional priming is often required in the winter.
  - Louisiana Tech University pilots will treat the RECOMMENDED STARTER DUTY CYCLE (under “Normal Procedures” in the POH/AFM) as a “Limitation”.
- After starting, taxi forward and immediately perform a brake test.

Taxi Procedures
- Always taxi with the least power setting possible and no faster than a brisk walk, in order to avoid excessive wear of brakes.
- Make sure the flight controls are placed in the correct position relative to winds.
- Differential braking turns should be avoided if possible.
- Students and instructors should be familiar with the approved aircraft marshaling hand signals contained in the Aeronautical Information Manual (AIM).

Avoidance of Other Aircraft in Flight and on the Ground
- Each pilot is responsible for collision avoidance in flight and on the ground.
- Each occupant of an aircraft is responsible for assisting the pilot and noting conflicting traffic.
- Collision avoidance in flight
  - Strobes will be used at all times while airborne, unless their use creates a hazard.
  - Position lights will be used from sunset to sunrise.
  - Pilots will know and comply with rules specified in FAR 91.111, and 91.113.
  - Pilots/occupants will maintain a continuous scan for other aircraft unless wearing a view-limiting device.
- Pilots on training flights in the local practice areas will:
  - Selfannounce their intended practice area.
  - Maintain listening watch on dispatch frequency.
  - Alter their chosen practice area, if advised another aircraft is there.
  - Use the assigned practice areas if specifically assigned by Dispatch.
- Traffic Pattern Operations
  - Will be conducted in accordance with the Aeronautical Information Manual (AIM) and the Airport Facility Directory.
  - Landing lights will be on for departure and when entering a traffic pattern, as well as within 10nm of an airport.
- No aircraft will be operated in formation flight without approval and pre-brief by the Chief Instructor.

- Collision Avoidance on the Ground.
  - Vigilance while taxiing must be exercised by all occupants.
o Landing/taxi lights will be on during operations on the ground only at night and should be turned off if in the path of another aircraft landing.

**Pre-Takeoff Checks**

Pre-takeoff checks will be accomplished in accordance with the applicable checklist.

- Aircraft ground checks (run-ups) will be accomplished at the run up area, well clear of the hold short line for the runway chosen, angled into the wind, if possible.
- Aircraft failing an engine run-up will normally be taxied down the active runway back to parking. Clear final and announce intentions over CTAF. If using the parallel taxiway to return to parking, verify it is clear (to preclude blocking a departing aircraft.)
- The technique of performing a 360° clearing taxi turn (rotation) in the run-up area prior to takeoff is generally unnecessary. This technique will only be performed if dictated by unusual circumstances. It will not be performed if another aircraft is sharing the run-up area, and will not be performed if another aircraft is behind you or approaching you.

**Takeoffs and Landings**

- Except in an emergency, no aircraft will be landed at any area other than the public airports listed in the Airport/Facility Directory, unless special authorization is gained from the Chief Instructor in advance.
- Solo training flights are authorized to make touch and go landings during the day only.
- Rejected Landings (Go-Around)
  o All solo go-arounds will be done by maintaining runway heading until reaching departure end and at least 700 ft AGL before turning crosswind.
- No student, while acting as the pilot in command, may perform an intersection takeoff.
- Grass field landings/take-offs at other than the airport listed below require Chief Instructor approval.
- Avoid excessive use of brakes

**Post Flight Inspection**

- Before leaving any airplane the pilot in command or flight instructor will perform a Post Flight Inspection by following the checklist. Before departing the airport the airplane will be locked and all records secured.

**Ground Handling Procedures**

Aircrews are reminded that our airplanes are a limited, fragile, expensive resource. All Louisiana Tech University airplanes are equipped with tow bars, which are intended to be used when the aircraft are moved on the ground. Airmen are reminded that that extreme caution must be employed when pushing down on the tail for the purpose of moving the nose of the airplane. This technique is problematic, because the main gears serve as a fulcrum. If excessive downward force is applied, the elevator (which is in the down position) can strike the ground, which can and has resulted in elevator damage.

If the PIC determines that nose of the aircraft must be moved by pressing down on the tail, the following procedures will be followed:

1. The aircrew will stop and consider whether tow bar use might be more appropriate.
2. The tarmac will be dry.
3. The control lock will be installed. (This raises the elevator somewhat.)
4. No down force will ever be applied to the horizontal stabilizer.
TAXIING AT RUSTON REGIONAL

Louisiana Tech University pilots are prohibited from taxiing northward on the south ramp if jet aircraft are parked at Ruston Aviation. In general, Tech pilots will favor exiting the south ramp via its southern exit.

Tech pilots will exercise extreme vigilance when taxiing. Tech flight instructors will emphasize ramp safety to their students.

USE OF AIRCRAFT LIGHTS

Operate exterior lights as follows:

1. Turn on the rotating beacon whenever an engine is running.
2. Navigation lights are operated in accordance with 14 CFR 91.209.
3. Strobe lights should not be illuminated during taxi.
4. Rotating beacon and strobes may be turned off in IMC.
5. Extinguish landing/taxi lights when stationary.
6. When entering a runway to takeoff, or when taxiing into position and holding for takeoff, illuminate all exterior lights.
7. During the Runway Items and Before Landing checks, Louisiana Tech University pilots will turn on the taxi lights in lieu of the landing light during daytime flight operations.
8. When surface visibility exceeds five statute miles, neither the landing light nor the taxi light will be operated on the ground in the daytime. The taxi light will be turned on at the same time as the strobes prior to takeoff.
9. Strobes will not be operated on the ground. Strobes will be on in flight. Aside from safety of flight in certain conditions (i.e. strobes disrupting pilot’s vision in night/IMC), we do not consider strobes to be “optional”.

USE OF CHECKLISTS

All aircraft operated by Louisiana Tech University Department of Professional Aviation must have on board an approved checklist. The checklist will to be used as a training aid as well as a safety measure. The pilot in command is responsible for ensuring the checklists are used in the prescribed manner. The Tech checklist has been compiled from the factory data and pertinent regulations, rules and procedures.

PRACTICE AREAS

Practice areas have been established to avoid concentration of training flights in one area, and so that students in the pre-Private stage of flight training remain within 25 nautical miles of Ruston. Each practice area is located where an airport is on its outer boundary, which can be used should a diversion be necessary due to unfavorable conditions at Ruston. Keep in mind that student pilots must be properly endorsed by their flight instructor to practice takeoffs and landings at these boundary airports. It is important that pilots engaged in local training flights remain within the boundaries of their assigned practice areas in order to avoid potential conflicts.
Northeast Area
From RSN - a straight line extending east from RSN to the town of Calhoun, from Calhoun a straight line extending north to the Farmerville airport, then a straight line extending northwest to the town of Bernice, from Bernice a straight line extending south to the town of Ruston.

Northwest Area
From RSN - a straight line extending west from RSN to the Arcadia airport, from the Arcadia airport a straight line extending north northwest to the Homer airport, then a straight line extending east to the town of Bernice, and from the town of Bernice, a straight line extending south to the town of Ruston.

Southeast Area
From RSN - a straight line extending south southeast from RSN to the Jonesboro airport, from the Jonesboro airport a straight line extending east northeast to Chatham Lake, then a straight line extending north to the town of Calhoun, and from Calhoun a straight line extending west to the Ruston airport.

Southwest Area
From RSN - a straight line extending south southeast from RSN to the Jonesboro airport, from the Jonesboro airport a straight line extending west northwest to the town of Bienville, from the town of Bienville a straight line extending north to the Arcadia airport, and from the Arcadia airport a straight line extending east to the Ruston airport.

Local Area Reporting
Louisiana Tech University pilots flying local airwork sorties will report to the dispatcher on 123.5 when established in their selected practice area. This measure is to assure local area flight following, akin to filing a VFR plan.

Practice Area Deconfliction
Louisiana Tech pilots may self-report their position on 122.7. Include altitude in these calls. Pilots need not state their specific maneuver in the call—just say “maneuvering”.
LOCAL AREA MAP
APPROVED CROSS-COUNTRY AIRPORTS

Pre-Private solo airports should be selected based on its distance from Ruston, class of airspace in which the airport lies (C, D, and E), and navigational aids en route. Airports for cross-country destinations should be chosen from the following list. The Chief Instructor may approve other destinations.

<table>
<thead>
<tr>
<th>CITY</th>
<th>IDENTIFICATION</th>
<th>AIRSPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alexandria, LA</td>
<td>ESF, AEX</td>
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<td>E</td>
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<tr>
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<td>C</td>
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<td>D</td>
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<td>Pine Bluff, AR</td>
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<td>E</td>
</tr>
<tr>
<td>Natchitoches, LA</td>
<td>IER</td>
<td>E</td>
</tr>
<tr>
<td>Magnolia, AR</td>
<td>AGO</td>
<td>E</td>
</tr>
</tbody>
</table>

Commercial and Instrument stages. Airports should be selected based on its distance from Ruston, the availability of instrument approach procedures, and range of aircraft. Airports should also be selected based on the availability of fuel on the field. The Chief Instructor must approve destinations beyond 300 miles from Ruston.

Branson West—Emerson Field (FWB) is prohibited for use by Louisiana Tech University aircrews that lack a flight instructor.

**Flights to Unpaved Airports**

Louisiana Tech University aircraft are **not** to be flown to other than paved airports with the following exception. **If a flight instructor is onboard the aircraft**, Louisiana Tech University aircraft may be operated at Tallulah Scott (M80). M80 has parallel paved and turf runways. **Procedure:** Tech crews (dual only) will full-stop on Runway 18/36 (the paved runway.) The flight instructor will then de-plane and personally check the condition of runway 17/35 (turf). Look for excessive moisture or roughness. Use risk management skills to determine if the training value of actual soft-field practice outweighs the risk inherent in soft-field ops on that particular day. **Operations to unpaved airports by Tech trainees (non-CFIs) are not permitted.** Violations of this policy will have negative results for the individual(s) involved. Aircrews are reminded to check NOTAMs. It is possible that the M80 grass strip could be closed without being marked.

**POSTFLIGHT PROCEDURES/SECURING AIRCRAFT**

Professional pilots ensure their aircraft is tied down, secured, and policed prior to leaving it. After flight, pilots will install gust locks, refasten pitot tube covers, remove garbage in, on, or around the aircraft, lock aircraft doors, call for fuel if appropriate, and return the aircraft box to
the storage closet. Boxes will be cleaned and replenished with supplies as necessary after each flight. Failure to accomplish the above displays a lack of effort and caring, and will result in counseling and documentation by the Chief Instructor. If the behavior is repeated, it will result in removal from the flight program or termination of employment, as applicable.

Pilots will inspect aircraft tires during postflight. Report tire discrepancies (cords showing on tire) to the dispatcher on the normal maintenance discrepancy report form.

LOGGING OF PILOT TIME

Every sortie flown will have one pilot in command designated in accordance with 14 CFR 1.1. On dual flights, this person is the CFI. In the case of two rated pilots flying together, it will be clearly defined in the preflight brief. Personnel are encouraged to log this time in a separate column in their logbooks, as it is (generally) what airlines are asking for on job applications. Personnel are encouraged to start this column now, while they are relatively low-time. Student pilots only log Part 1 PIC when they are the sole occupant of the aircraft.

Pilots also log PIC in accordance with 14 CFR 61.51. This means pilots log PIC when acting as sole manipulator of the flight controls in an aircraft for which they are rated, even while receiving dual instruction. Per the Baton Rouge FSDO, private pilots are allowed to log PIC while on an IFR flight plan or in IMC, when receiving instrument instruction (assuming they’re rated in the airplane.) Pilots are encouraged to log Part 61 PIC time in a separate column in their logbooks, for the purpose of filling out FAA Form 8710. Student pilots log Part 61 PIC only if they are the sole occupant.

In the case of pilots flying under simulated instrument conditions with a safety pilot, the safety pilot is the Part 1 PIC, while the pilot training also logs PIC IAW Part 61.

OBJECTS ON THE GLARE SHIELD

To preclude irreparable damage to the inside of windscreen, pilots will refrain from placing objects on the glare shield atop the instrument panels of Louisiana Tech University aircraft. The sole exception to this rule is that the aircraft key may and should be placed atop the instrument panel prior to engine start.

FORMS PRESCRIBED AND FORM INSTRUCTIONS

A binder of standard forms and instructions for their use is maintained by the Chief Instructor.

FLIGHT REVIEW

Instructor proficiency checks count as flight reviews, assuming an appropriate ground review is done, and the sortie is at least one hour long.

Note that flight instructor practical tests do NOT count as flight reviews, unless specifically logged/endorsed as such by the conducting authority.
MANEUVER STANDARDIZATION

VFR and IFR maneuvers are conducted as listed in the Tech Flight Profiles, found on the Professional Aviation website.

ILS transition to land
The Tech standard for landing from ILS approaches will be as follows. ILS approaches are flown at 90 KIAS with 10° flaps. Upon breaking out of the real or simulated weather at DA, at least ½ mile is available to re-establish a stable final approach speed. The pilot flying will reduce power slightly and maintain aimpoint. When the aircraft slows to white arc speed, the pilot will lower flaps to 20°. The aircraft will be allowed to slow and stabilize at 70 KIAS. This configuration (20° flaps, 70 KIAS) will be the standard for this maneuver, and should preclude pitch sensitivity and ballooning, while providing a reasonable roundout, flare, and ground roll.

Missed approach
Trainees will brief their instructor as to the DA/MAP for a particular approach. Upon reaching that point, the student will so state. The instructor will either say nothing, or clearly state “runway in sight.” Silence in response to student’s DA/MAP call indicates to the pilot flying the need to initiate missed approach procedures. “Runway in sight” indicates the need to immediately doff the view-limiting device and continue the approach with the intention of landing the aircraft. The “runway in sight” call will be made in a timely fashion, to preclude any confusion on the part of the pilot flying. Instructors will thoroughly brief touch and go procedures, if applicable.

Trainees will brief the missed approach procedure or climbout instructions. In the event that missed approach training is to be accomplished, instructors will ensure compliance with ATC-assigned climbout instructions. Instructors are reminded that climbout instructions supersede published missed approach procedures. However, climbout instructions are assumed to begin at the departure end of the runway; the student will require guidance from the instructor as to when to turn out. Note that if flying in marginal weather, the possibility exists that the departure end may not be visible. In this event, if climbout instructions were issued, pilots will initiate the published missed approach procedure and immediately advise ATC.

Trainees executing climbout instructions are NOT “going missed approach” and will NOT so state to ATC. The proper call is “Cessna 123SP executing climbout instructions.”

When accomplishing FTD instrument training, instructors are encouraged to have the student fly the published missed approach procedure.

NEW INSTRUCTOR CONTINUATION TRAINING

1. Louisiana Tech University flight instructors hired on or after September 1, 2010 should accomplish the following additional training within 90 days after their initial proficiency check.
   a. Typical private pilot training flight to include airwork and three landings.
   b. Typical commercial pilot training flight to include airwork and three landings, to be accomplished in the C-172RG.
2. If an instructor is instrument rated after initial hire, the instructor will accomplish (again, within 90 days) an instrument profile in the Frasca FTD, to include unusual attitudes and two approaches.

3. The purpose of continuation sorties is new CFI proficiency and review of common student errors.

4. There is no minimum duration for these sorties.

5. It is preferred to accomplish these sorties with the Chief Instructor or assistant chief. With specific Chief Instructor permission, check pilots may volunteer to be utilized in the supervisor role.

6. In conjunction with this, that same supervisor/check instructor should be scheduled for a stage check with the new instructor’s student in the private or instrument category, as applicable (Commercial N/A.) Subsequent to this, the check instructor will debrief the new CFI on their student’s performance.

7. Document this training on manual gradesheets, and provide the gradesheet to the Chief Instructor for inclusion in the CFI’s folder.

SKYHAWK MIXTURE LEANING

Louisiana Tech University Flight pilots should comply with below information from Cessna. 75% horsepower means less than 2,450 RPM at any temperature.

Fuel Saving Procedure Listed for Training, Regular Ops ATA: 28-00 Models: 172, 182, 206 Published: 08-16-2010

Operators of Model 172R/S, 182T/T182T, and 206H/T206H aircraft will benefit from the following procedure for fuel savings during flight training and normal operations. This procedure also is in Section 4, Amplified Normal Procedures of the applicable Pilot’s Operating Handbook (POH).

1. After engine start and for all ground operations, set the throttle to 1200 RPM and lean the mixture for maximum RPM. After leaning, set the throttle to the appropriate RPM for ground operations. Leave the mixture at this setting until the beginning of the BEFORE TAKEOFF checklist. After the BEFORE TAKEOFF checklist is complete, lean the mixture again as described above until ready to perform the TAKEOFF checklist.

2. Lean the mixture for maximum RPM during full throttle climbs above 3000 feet. The mixture may remain leaned (maximum RPM at full throttle) for practicing maneuvers such as stalls and slow flight.

3. Lean the mixture for maximum RPM during all operations at any altitude, including those below 3000 feet, when using 75% or less power.

CFI CANDIDATE TRAINING

Graduation with a B.S. in Professional Aviation from Louisiana Tech University requires students to obtain the Flight Instructor Certificate, Airplane Single Engine (CFI-A). It is strongly preferred that ProAv students obtain their CFI training at Louisiana Tech University when possible. Using outside training providers for CFI training is not intended to be the norm.
Commercial Pilot certificate holders may elect to accomplish their CFI training with an outside training provider only if both of the following conditions are met:

1. The Chief Instructor agrees and the Department Head approves.
2. The student is either “academics complete” (no curriculum courses remaining to take) or, at least, is not presently enrolled for any Tech classes (including on-line classes) other than PRAV 411 (Instructor Pilot Flight).
   a. Students will not be excused from University classes for the purpose of attending flying/ground training away from the University. The reason is that, historically, when this has been attempted, the CFI candidate neglects the University academic work.

American Flyers is the only outside training provider presently approved for training Louisiana Tech University CFI candidates.

Flight instructor candidates will train under Part 61, and will log a minimum of ten dual sorties in the right seat, training on Private and Commercial maneuvers. During these sorties, the focus will be on the trainee’s ability to offer valid instruction while operating the flight controls, and maneuvering to Commercial standards.

The CFI flight training program will be as follows:

a. Right seat familiarization flight (trainee not required to instruct.) (C-172R/S)
b. All Private Pilot maneuvers (instructing while meeting PTS.) (C-172R/S)
c. Commercial Pilot maneuvers (instructing.) (C-172R/S)
d. All Commercial Pilot maneuvers (instructing while meeting PTS.) (C-172R/S)
e. Stall/spin endorsement sortie (in accordance with 14 CFR 61.183.) (C-172R)
f. Basic instrument flight training techniques.
g. All Private Pilot maneuvers (instructing while meeting PTS.) (C-172RG)
h. Commercial Pilot maneuvers (instructing.) (C-172RG)
i. All Commercial Pilot maneuvers (instructing while meeting PTS.) (C-172RG)
j. Stage check with Chief Instructor

Instructor candidates should anticipate at least 15 hours ground training, with emphasis on the Flight Instructor Practical Test Standards (PTS). Training is documented in the trainee’s logbook.

Flight instructor applicants require logbook endorsements prior to their practical tests as follows:

a. 61.183(d) Fundamentals of instruction ground training as listed in 61.185.
b. 61.183(g) Areas of operation as listed in 61.187.
c. 61.183(i) Spin endorsement.
d. 61.39(a) Demonstrate satisfactory knowledge of areas deficient on the two required knowledge tests.
e. 61.39(a) The applicant has received instruction in the preceding two calendar months and is prepared for the required practical test.
CFII Candidate Training

Louisiana Tech University flight instructors are strongly encouraged to add the Instrument Rating (CFII) to their instructor certificates. In the past, the process of training CFIIIs was less uniform than desired. In an effort to standardize CFII training, future CFII candidates and their instructors will use the Louisiana Tech University CFII syllabus. This syllabus is used only for personnel who already hold an FAA Flight Instructor-Airplane Single Engine certificate. Louisiana Tech University does not do the CFII as the initial instructor training.

There is no charge to Tech employees to use the Level 6 FTD for this purpose. Instructors conducting CFII training will charge Oral only for both FTD and ground instruction. Normal Dual and Solo rates will apply for aircraft use. (In the unlikely event that we train a CFI who is not already a Tech employee, that individual would be charged normal FTD rates.)

There is no minimum experience for CFIIIs to conduct this training. However, instructors require chief instructor approval to conduct CFII training.

PRE-SOLO WRITTEN TEST

The pre-solo written test is intended to be conducted in accordance 14 CFR 61.87(b):
- By the student, alone, open-book, at Flight Operations
- With subsequent debrief by the CFI, with corrections

IACRA, FAA FORM 8710 PROCEDURES, AND SCHEDULING OF PRACTICAL TESTS IN TALON/ETA

Tech does not possess pilot examining authority and will not, barring a dramatic increase in the size of our program or a change in FSDO policy. Thus, Air Agency endorsement on the back of FAA Form 8710, Airman Certificate and/or Rating Application is neither required nor appropriate prior to a practical test (as it would be if our Final Stage Check served in lieu of a Practical Test [i.e. “examining authority.”])

For certificate applicants using IACRA, this means that, until such time as we are our own examining authority, the Chief Instructor does not certify course completion in the Air Agency's Recommendation block of FAA Form 8710 (the back) in IACRA.

However, applicants who graduate a Part 141 course, will check block II(C) “Graduate of Approved Course” in the “Certificate or Rating Applied For on Basis of:” block of Form 8710 (on the front.)

IACRA does not (always) tie to the FAA’s Airman’s Registry. This means that first-time IACRA users (regardless of pilot certificates held) may not be “in” IACRA, when they attempt to create their 8710. If this is the case, the applicant must answer “no” to the question of “Do you currently hold a pilot certificate?” and then continue inputting their personal information.

Following the applicant’s creation of the application, the School Administrator must “affiliate” the applicant with the school. Subsequent to that, the School Administrator must “associate” the applicant with a particular curriculum (Private, Commercial, etc.) The applicant must bring his logbook to the School Administrator. Subsequent to that, the CFI will be the Recommending
Instructor on the back of Form 8710 for those students completing their training under 14 CFR 141.

Unless advised otherwise by a specific DPE, all Tech flight course graduates applicants will complete IACRA, vice a paper Form 8710. The School Administrator’s actions, plus their Part 141 graduation certificate is what makes Tech students “legal” for a practical test with reduced hours (less than Part 61 requirements). Three copies of the graduation certificate are printed—one for the training folder (certifying course completion), one for the DPE, and one for the student to keep.

Trainees do not deal with IACRA every day. Thus, CFIs must supervise the 8710/IACRA process, report the requirement for a graduation certificate in a timely fashion, and coordinate with the Chief/Assistant Chief Instructor for Talon/ETA course completion procedures.

The Chief Instructor and his assistant are the only ones with the School Administrator role in IACRA. If problems or doubts exist, the whole process may be best carried out with all parties in the Chief Instructor’s office, since a lot of logging into and out of IACRA is required.

**Additional Practical Test Scheduling Guidance**

To get a practical test flight into Talon/ETA scheduling:

1. In Talon, go to New Request.
2. Notwithstanding weather, whether or not the recommending CFI accompanies the student on his practical test is at the discretion of the student. Students may find that having their CFI with them is beneficial.
   a. If the CFI will accompany the student to the location of the practical test, then the type of flight is Refresher, the PIC is the CFI, and the sortie is charged at the dual rate.
   b. If the student will fly solo to the location of the practical test, or accomplish it locally, then the type of flight is Rental, and the sortie is charged at the solo rate.
   c. CFIs must not schedule a Rental with themselves as PIC; Talon/ETA will read this as the CFI being charged for the flight times.
   d. If applicable, CFIs will brief the student on the expected costs of the instructor’s time.
   e. Instrument students’ practical test trips may be logged as Commercial cross-country time building instead of Rental or Refresher.
3. Louisiana Tech University instructors will not sign up students for Final stage checks until they have given the student the applicable ground qualification(s) in Talon/ETA. The ground qualification implies a) completion of both halves of the applicable ground school, and b) completion of the required FAA knowledge test.
4. Louisiana Tech instructors will not sign up students for Final stage checks until a photocopy of the applicable certificate/rating’s associated FAA knowledge test report (with passing score) is in the student’s training folder.
5. Tech instructors will not schedule FAA practical tests with DPEs until the student has satisfactorily completed the Final stage check for the associated certificate/rating.
ADMINISTRATIVE GUIDANCE

Talon/ETA
When CFIs self-dispatch, all normal Talon/ETA dispatching steps are still required. Do NOT expect the following day’s dispatcher, the Assistant Chief, the Administrative Coordinator, nor anyone else to do it for you “later.”

Solo students cannot Activity Complete themselves. CFIs must accomplish this step for them in a timely fashion.

CFIs who have a requirement to do syllabus lessons out of numerical sequence will annotate why in the Talon/ETA gradesheet comments section. The normal expectation is to follow the TCO lessons in the order presented, unless there is a valid reason not to do so (resource availability, weather, etc.) CFIs do NOT arbitrarily jump around or “cherry-pick” the flight syllabus.

CFIs must log appropriate times in Talon, for the student to meet minimums. Examples include night, simulated instrument, cross-country, etc.

Tach Sheets
Tach sheets offer excellent back-up to Talon, and are used for auditing. They are completed for each ground, FTD, and flight lesson. Dedicated ground lessons may be combined with FTDs/flights on one tach sheet, but annotate the tach sheet as such to avoid confusion.

Training Folders
Enrollment certificates are obtained from the Administrative Coordinator, and then signed by the Chief Instructor. Do not request them directly from the Chief Instructor unless the Administrative Coordinator is absent.

A copy of the student’s birth certificate and photo ID remains is placed in folder, and remains in the completed training folder upon graduation. If the student changes courses, make a new copy of these documents for the new training folder. Do not “rob” the old training folders. CFIs are reminded that a United States passport obviates the need for both the birth certificate and the photo ID.

Stage Worksheets are not optional. They may be used as a study aid by the student, but the original of the Stage Worksheets will remain in the student’s training folder.

Photocopies of Temporary Airman Certificates (which go in the training folder) will be replaced with photocopies of permanent certificates, when issued.

A photocopy of the applicable FAA Knowledge Test Report must be in the training folder before the course final stage check.

Part 141 graduates require a graduation certificate. Graduation certificates are not issued on no notice. CFIs should plan accordingly.
Part 61 students will be clearly annotated on the cover of the training folder. Note that Part 61 students require Chief Instructor approval and a specific training plan. CFIs do not just “decide” to train students Part 61.

CFIs are reminded that training folders are, effectively, LEGAL DOCUMENTS. Each small step in each student’s training (and training record) is critical to THAT student. ACT ACCORDINGLY.

2008 TCO Versions
The 2008 TCOs remain in use for some students. Use caution in scheduling and completing lessons in Talon, since these TCOs do not perfectly align with Talon. For example, some lessons in the old TCOs are Dual and Solo, or Dual and FTD. This is not possible in Talon, so additional lessons were added in Talon. Reference the applicable TCO, and ensure course minimums are met in Talon.

Oral
Due to the time requirement to properly prepare them, Private students are typically charged 1.0 hours of oral instruction per aircraft sortie. Instrument and Commercial students are typically charged 0.5 hours oral per sortie.

The above times are estimates; CFI’s will charge actual time spent, not exactly 1.0 or 0.5.

Dual-Solo
Instructors do not charge additional oral while observing their students’ initial solo sorties. “Dual-solo” in Talon means the instructor is already being compensated at the dual rate. Dual-solo only applies to the initial two supervised pattern solo rides.

Solo Certificates
CFIs are encouraged to obtain a Solo Certificate from the Chief Instructor following their student’s initial solo flight.

Stage Check Guidance
Check instructors will accomplish a thorough training folder review prior to stage checks, and will enforce all of the above prior to flying a stage check. Check instructors will personally verify that each lesson in that stage is completed in Talon. This is easily done in Talon/ETA by viewing the individual’s Training Plan list. (Training Plan is preferable to Course Details, since the units are listed in their syllabus order.) Check instructors will personally verify the presence and completion of the Stage Worksheets, as well as every item in the list on the cover of the training folder.

Stage check gradesheets will be posted on the left side of the training folder.

Instructors who recommend students for stage checks with inappropriate paperwork will report to the Chief Instructor and explain to why it is so.

Check pilots ground eval oral duration is listed in the syllabus. This amount is all that will be charged. Check pilots will tailor there orals accordingly. Check pilots’ charges for the oral associated with flight sorties are in accordance with the applicable syllabus, i.e. 1.0 for Private students, and 0.5 for Instrument and Commercial.
University Course Completions
CFIs and students are strongly encouraged to point out intermediate flight course completions (PRAV 110, PRAV 242, PRAV 342 and 343) to the Chief Instructor for input to the Registrar for inclusion in the student’s University transcript.

Facility Appearance
The Louisiana Tech University Flight Operations facility will be maintained in good general order. The requirement of the janitorial personnel is restroom sanitation, trashcan emptying, light bulb changing, and occasional floor cleaning. They do not pick up loose papers, remove discarded food and drink, clean the coffeepot, nor straighten flight planning materials. In short, we must clean up after ourselves.

People make judgments based on appearances. In the aviation business, slovenliness in housekeeping could be perceived by the public as a lack of safety or professionalism. The Chief Instructor has routine, recurring requirements to meet future Tech students and their parents, here at Flight Ops. Likewise, drop-in visits by alumni are frequent. FAA inspections are common. It most definitely matters what these people think of us. A positive first impression is essential. Our facility must be as neat as if we were preparing for a military inspection, or a visit from the University President.

Dispatchers are responsible for the upkeep of the large flight planning room, the cubicles, the dispatch desk and counter, and the classroom. The chief dispatcher will incorporate such into the shift change checklist.

Use of Jeppesen Charts
Jeppesen Charts are maintained in the FTD room for use in the FTD only. These charts are non-current and not for inflight use. Additionally, these charts are University property. Instructors and student will not remove the Jepps from the FTD. Instructors are encouraged to require students to use Jepps during Instrument FTD lessons.

Additional No-Show Guidance
CFI
Step I:
1. Fill out the Student No-Show Form, have the Chief Instructor initial. Give form to Administrative Coordinator after CFI talon procedures listed below have been completed.
2. In Talon, go to the Home page.
3. Select the Operations option.
4. Click on the “OC” button for the student to be no-showed.
5. Click on the bubbles to indicate No Show.
6. Click OK when asked “Do you want to cancel the activity?”
7. Click the Save button.
Follow the above steps. Do not “cancel” the student by selecting the CA button from the general Operations page. If this procedure is done, the student will not be no showed.

Step II:
1. Go to the Home page.
2. Go to My Payroll.
3. Click New.
4. Fill in the student’s name, date, reference the tach sheet number, no show reason, direct request to the Administrative Coordinator, hours requested will always be two.

**Administrative Coordinator**

**Step III:**
1. From the Home page, select the management option.
2. Select the Authorization request option. Authorize as needed.

**Step IV:**
1. To charge the student, go to the Home page and select the management option.
2. Select Student no shows.
3. Choose the date range and team. Click the filter button.
4. Select “E” to edit the student. Fill in the petition status, reason, comments, pin number and Save. Charge amount billed to student will be based on what CFI wrote on No Show form.
5. Initial No Show form. Return form to CFI for him/her to file in student’s folder.

**Flight Training Device (FTD) Feedback**

Instrument flight course graduates are required to provide feedback on their experience with the FTD. Feedback should center on possible improvements to the device and/or the training provided in it, i.e. instructor technique or the syllabus. Feedback need not include whether or not the student “likes the sim”. Very few pilots actually “enjoy” sim training. The question is, is the fidelity of the device adequate, and/or the training provided, useful. Did the device and your training in it get you where you needed to be? The chief instructor will collect these forms at the time of the student’s Final Stage Check.

**Employee Exit Form (Full-time Employees)**

Louisiana Tech University personnel, whether salaried or paid a wage, will complete the Human Resources EMPLOYEE EXIT/TERMINATION FORM at the time of their leaving service at Tech. Completion of the form involves a lot of movement about the campus to obtain required signatures. Personnel should allow about two hours (on a weekday, during normal business hours) to get this done. Personnel are authorized to write “N/A” on items 2, 8, 9, and 11. All other blocks require a signature or stamp from the applicable agency.

With reference to keys, personnel should note that when they return their building keys to the Physical Plant, they should be given back their original EMPLOYEE KEY REQUEST FORM. Return that form to Flight Operations.

Failure to accomplish the EMPLOYEE EXIT/TERMINATION FORM and turn it in to HR will likely result in the individual not receiving their final paycheck.

The form is NOT required of student workers.

The form is available at [http://www.latech.edu/latechnet/documents/administrative-services/#personnel](http://www.latech.edu/latechnet/documents/administrative-services/#personnel).
**Flight Account Balances for Students Prior to Practical Tests**

Louisiana Tech University pilots will not be indebted to the University. If they are so indebted, and remain students, then they will not graduate. If they have already graduated, their transcripts will not be released. If they are University employees, they are subject to wage garnishment. The stated minimum flight account balance for a student to fly is $500. Talon/ETA offers a warning to the dispatcher at $400, which is not to be overridden without Chief Instructor approval. Such approval is not likely, and should not be expected. This feature in Talon/ETA has been largely effective in reducing the number of personnel with negative flight account balances, which was formerly a huge problem.

A problem that still arises with some frequency is personnel, who have the minimum in their flight account, proceeding to practical tests at destinations other than Ruston Regional. When this occurs, the person’s flight account inevitably “goes negative”. This is unacceptable.

CFIs will not authorize checkride flights (to out-of-town destinations) unless a) all the student’s outstanding activities in Talon are completed, and b) the student has not less than $1,000 in their flight account. Dispatcher will also verify students’ account balances before dispatching such flights. If the student’s DPE comes to Ruston for the practical, then normal flight account minimums apply.

The foregoing does not apply to VA-funded students.

**AUTOPilot USE**

Autopilot use is a requirement in the Instrument Practical Test Standards (PTS). Pilot will be diligent in reporting autopilot malfunctions. Once the trainee completes Instrument Stage 1, autopilot use will be practiced, to at least some degree, on every subsequent Instrument TCO flight, to include non-precision approaches. Autopilot ops and knowledge will be checked on Instrument final stage checks.

**VFR PATTERN OPERATIONS AND ENTRY**

Often, pilots have a requirement to enter the VFR traffic pattern from “the wrong side”, i.e. the side opposite the normal downwind. When this need arises, Louisiana Tech University pilots will use one of the following procedures.

1. Enter an upwind leg parallel to the runway at pattern altitude. Then proceed to turn left crosswind and left downwind at pattern altitude. This provides vertical spacing from any takeoff traffic, and provides a nice opportunity to clear downwind. **USE EXTREME CAUTION FOR ANY TRAFFIC EXECUTING A GO-AROUND. DO NOT SPACE YOURSELF SUCH THAT THEY CAN CLIMB INTO YOU.** Example:
2. Alternatively, pilots may cross mid-field at 2,300 feet (1,000’ clear of prop traffic and 500’ clear of jet traffic), and perform a descending teardrop turn of 225° to enter a left downwind from a 45° angle. THIS PROCEDURE REQUIRES THE PILOT TO NOT DESCEND UNTIL BEYOND WHERE THE NORMAL DOWNWIND TRACK IS. Example:

Both entries have their place. The upwind entry is simpler and should be used to fit in behind traffic on downwind. The mid-field crossing may be effective if needed to lose altitude, or if traffic exists on take-off leg or crosswind. Pilots should note that, in any case, aircraft entering
the pattern should yield to aircraft established in the pattern. This could mean executing a 360° turn.

**SOP TEST REQUIREMENT**

All students completing the Private and Instrument courses of training will re-take the SOP test prior to beginning their next course of training (Instrument or Commercial, as applicable). CFIs will place the original of this document in the student’s training folder; a photocopy is not acceptable. Flight instructors who are not Tech graduates will also complete the test in conjunction with their initial proficiency check.

**FLIGHT FOLLOWING**

Louisiana Tech University aircrews operating cross-country sorties under VFR must have their flight followed in one of two ways. Flight following in this context means that someone official knows when an aircraft departs and when it arrives (or fails to do so). ATC VFR radar flight following with traffic advisories, while encouraged, is not one of the two ways.

**Situation 1—“Normal ops”**

School is in session and Flight Operations is manned by a dispatcher. If a standard dispatch release with cross-country destination and intermediate stop information is filed with dispatch as required, and if dispatch will still be on duty when the flight returns to Ruston, then an FAA VFR flight plan is not required.

**Situation 2—“Non-standard”**

An aircrew is operating a cross-country (either the departure or arrival portion) outside of normal dispatch hours, or on Sunday, or while the University is on break. These crews must file (and open and close) an official FAA VFR flight plan, to ensure search and rescue coverage. (Note that the physical presence of the chief instructor, assistant chief, or administrative coordinator does not constitute dispatching/flight following for cross-countries.)

Aircrews are reminded that FAA VFR flight plans are not ATC clearances, and do not enter the system as IFR flight plans do. They must be filed, activated, and closed with Flight Service.

Aircrews must note that failure to close a VFR flight plan will result in unwarranted activation of search and rescue, which is a very serious matter. In order to preclude this, pilots will provide the FSS specialist their personal telephone number, not the Flight Ops phone number, when filing the flight plan. This is the number FSS will call first, when a flight plan is not closed in a timely fashion (which is bound to happen). (Filing Flight Ops number will defeat the entire purpose of the exercise; you’re filing the flight plan because Flight Ops is not manned.)

For local training sorties, Talon ETA’s Ramp-in and Ramp-out functions serve to notify the chief instructor of crews’ whereabouts. These must be accomplished by the CFI in a timely fashion when CFIs self-dispatch.

CFIs who self-dispatch are reminded that they are directly responsible for building security. If you are flying on Sunday, you must lock Flight Operations prior to stepping to fly.
Aircrews that will remain overnight (RON) away from Ruston will notify the dispatcher of their landing time. They will also notify dispatch of their departure the following day. If there is or will be no dispatcher on duty, these crews will follow non-standard procedures as noted above.

**Additional Flight Following Information**

Louisiana Tech University dispatchers routinely close Flight Operations earlier than the published operating hours state. This is approved as long as no solo crews are airborne, and no solo sorties are scheduled. (“Solo” in this context means “crews lacking flight instructor.”)

Notwithstanding the above, events may arise in which we need knowledge of the whereabouts of dual crews. Prior to closing Flight Operations with crews remaining out (whether closing early or on schedule), the dispatcher will note the estimated time of return (ETR) on the flight release and in Talon/ETA of each cross-country dual crew. If the ETR has been exceeded, the dispatcher will 1) attempt direct contact via cell phone with the instructor, 2) attempt to check the flight’s progress via computer (FlightAware, etc.), 3) contact the FBO at the crew’s cross-country stopover point, and then 4) contact Flight Service. If the crew is located by any of these means, the dispatcher will update the flight release with the amended ETR, and may then proceed with closing Flight Ops.

Crews who will exceed their ETR (on their flight release or in Talon/ETA) will contact the dispatcher as soon as they realize this fact. This should preclude the dispatcher being required to start the process listed above.

**SECURING TECH AIRPLANES**

Louisiana Tech University airplanes are to be tied down using two half-hitch knots. How to make these knots is detailed in the figure on the following page (courtesy of AOPA).
Tying two half-hitches

1. Run rope through the tiedown eyelet from the back of the airplane to the front.

2. Circle the line around and through to form the first of two half-hitches, six to 12 inches from the airplane's tiedown eyelet.

3. Repeat to form a second half-hitch, pulling the line around and over the first, then locking it under the first with a sharp tug.

4. Now form a second set of half-hitches, six to 12 inches below the first set, by repeating steps 2 and 3.

5. The two sets of half-hitches are complete. For best results, use proper line and sound ground attachment points.
USE OF A SET HEADING POINT TO BEGIN DEAD RECKONING NAVIGATION

Dead reckoning navigation timing should NOT begin at aircraft rotation. The top of climb (TOC) point should NOT be used as a point to which the pilot is attempting to navigate. This is due to the lack of precision and predictability in time and distance to actually reach the TOC, when compared to the time and distance planned. A takeoff in the direction opposite the planned flight, turns during departure, or radar vectors could result in reaching the TOC at a point different from that planned. This may result in pilot confusion. At best, it would result in an unnecessary adjustment. Even if the airplane is taken off in the direction of navigation and flown straight out the desired course in no-wind conditions at precisely book speeds, the TOC fix can still end up being over a point devoid of landmarks.

The solution is to create a second fix after the TOC at which dead reckoning navigation will actually start. This fix is known as the Set Heading Point (SHP). The SHP is a prominent landmark within the vicinity of the departure airport that will provide easy recognition from the air (pilotage). (The SHP could also be a NAVAID; however trainees are generally expected to use visual checkpoints when learning dead reckoning.) The SHP is the point where the aircraft is to be turned to the planned heading for the first leg—the leg that will take the aircraft either to destination, or to the first turning point (if applicable). Passage over the SHP is also the point at which the pilot begins a groundspeed check. Based on the time that is required to travel from the SHP to the first checkpoint, the pilot determines the aircraft’s actual groundspeed and then predicts with accuracy the estimated time of arrival at the destination. The SHP should be readily visible, but away from the departure airport and its traffic pattern. It should also be a sufficient distance from the departure airport so that the aircraft will have achieved cruising altitude and airspeed by the time the SHP is reached.

For planning purposes, the pilot plots the TOC point on a straight line drawn from the departure airport to the SHP, which should be roughly five miles beyond the TOC distance (as published in the AFM) on this line. After takeoff, the pilot should turn to the planned heading as soon as feasible, but precision in navigating to the TOC point is not required, since the SHP should be visible as long as the pilot heads in the correct general direction. Account for the estimated time and fuel for this short segment by adding them to the climb time and fuel or to the first cruise leg. See Figures 1 and 2. (The TOC point is referred to as “Level Point” in Figure 1.)

Pilots desiring a more detailed explanation may review the source document at: http://www.langleyflyingschool.com/Pages.Cross-Country%20Navigation%20Preparation.html
CONCLUSION

Flight safety is paramount. Louisiana Tech University has operated its flight operation for over 40 years with very few accidents, incidents, and fatalities. This is due to the dedication and airmanship of Tech’s instructor force. Adherence to the foregoing procedures will assist all personnel in maintaining a good safety record.