STANDARD OPERATING PROCEDURES

INCLUDES

FAA REQUIRED SAFETY PROCEDURES AND PRACTICES

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

Revision 0 **VERSION 19 SEP 2025**

Summary of Changes. This publication has been completely revised and must be reviewed in its entirety.

Purpose: This document provides guidance for Louisiana Tech Flight Operations. Students, CFIs and other personnel associated with Louisiana Tech Flight Operations are required to follow the guidance herein. Students will be tested on the contents. This document also serves as compliance for 14 CFR 141.93 and other parts.

Waiver Authority. Where not in conflict with FAA or other, higher-level guidance, the tenets of this document may be waived/modified on a case-by-case basis by the Chief Flight Instructor or Director of the School of Aviation. The guidance derived from 14 CFR, other FAA guidance, manufactures guidance or other outside guidance waiver authority is established in the specific guidance and will be adhered to. Louisiana Tech's Flight Information Files (FIF) may serve as interim guidance pending revision of this document. Any waivers of a durable nature will be documented and placed in the file plan for future reference.

ASSUMPTIONS: The use of this document requires certain very basic assumptions so as not to be repetitive.

- Knowing and following FARs, POHs, checklists and other guiding and/or legal documents
- Knowledge of AIM
- Limitations, procedures, techniques, etc. in this document may be more restrictive than FARs however not less so. If in conflict, the FARs are the controlling document
- Repeat of information in FARs is not required
- Proper qualification of all pilots, CFIs and student pilots

Table of Contents

SECTION 1: GENERAL FLIGHT OPERATIONS, INFORMATION AND POLICIES

1. INTRODUCTION

- This manual contains the policies and procedures to be followed during flight training at Louisiana Tech University (Tech.) Except where otherwise noted, it is directive in nature. The objective of this manual is to help Louisiana Tech University pilots maintain high standards of aviation safety, to improve the efficiency of training operations, to comply with appropriate higher-level guidance (FAA and University, 14 CFR Part 141 paragraph 93), and to answer common questions in advance.
- The term "student" is used in place of trainee or client to denote the individual receiving training.

2. SAFETY PHILOSOPHY

- **Accept no unnecessary risk.** In our setting, the operation of single-engine aircraft by relatively inexperienced pilots is considered necessary.
- We accept necessary risk from the following start point:
    - The aircraft is airworthy; the pilots are properly trained, endorsed, supervised, and/or rated; and the aircraft is operated within the strictures set by this manual and its manufacturer.
    - All personnel follow applicable Federal Aviation Regulations and other FAA guidance, such as NOTAMs, the Aeronautical Information Manual, and Advisory Circulars

3. USE OF LOUISIANA TECH AIRCRAFT

- The aircraft *operated* by Louisiana Tech University, to include any that may be leased, are considered government-owned airplanes. The insurance coverage for our aircraft and pilots is dictated by the State of Louisiana. Tech's insurance covers only those personnel who 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 listed above are approved to fly in Louisiana Tech aircraft. Deviation without Director approval will result in penalties as deemed appropriate. Those penalties may include expulsion from the aviation program, suspension from Louisiana Tech University or termination of employment.
- Observers (per above guidance) are encouraged to fly with qualified pilots on certain local and cross-country flights. Pilots acting as safety pilots require at least a Private Pilot certificate.

4. 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.

5. TSA REQUIREMENTS

- Students and flight instructors will comply with 49 CFR 1552. An AOPA checklist summarizing, and an AOPA article detailing, the TSA requirements can be accessed online at: https://www.aopa.org/advocacy/pilots/alien-flight-training-program/aopas-guide-to-tsas-alien-flight-training-citizenship-validation-rule.
- Each flight instructor, student worker, administrative coordinator, and dispatcher is required to complete the Transportation Security Administration (TSA) initial security training program (General Aviation Security) and present the completion certificate to the Assistant Chief Flight Instructor. The website for the training is http://flash.aopa.org/asf/gasecurity/gasecurity.cfm . Recurrency is annual and will be tracked in Talon/ETA as a Currency. Recurrency consists of reviewing the slides on the Tech Aviation website, and reporting such to your supervisor.
- **Non US citizen students must receive TSA clearance prior to enrollment. The requirements for these individuals are specified by the Flight Training Screening Program (FTSP), and will be met prior to enrollment in a flight course.**
- During initial enrollment, each U.S. citizen will present evidence of citizenship as listed below, using original documents. A copy of the document(s) used to prove citizenship will be placed in the student's training record, to be retained for five years. The assigned instructor will then make the below endorsement in both the instructor's and the student's logbook.

"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 RE/Expiration]"

- Only the following documents (or combinations, as applicable) are accepted as evidence of U.S. citizenship:
    - Unexpired U.S. passport. The U.S. Passport Card does meet this requirement.
    - Original birth certificate of the United States, American Samoa, or Swains Island, and government-issued picture ID.
    - Original certification of birth abroad with raised seal (Form FS-545 or DS-1350) and government-issued picture ID.
    - Original certificate of U.S. citizenship with raised seal (Form N-560 or N-561) or Certificate of Repatriation (Form N-581) and government-issued picture ID.
    - Original United States naturalization certificate with raised seal (Form N-550 or N-570) and government-issued picture ID.

6. TALON EDUCATION TRAINING ADMINISTRATION (ETA)

- Talon/ETA is the internet-based education training administration system used for both record keeping and scheduling purposes.
- Talon privileges are based on the role of the personnel accessing the system (students will not have the same access as instructors).
- To effectively utilize Talon's scheduling functionality, students are required to submit unavailability to staff prior to beginning training. Unavailability for the following

quarter must be submitted promptly to ensure that there are no unnecessary gaps in student training. Otherwise, the scheduler may schedule the student improperly or not at all. If unavailability is not submitted, the student will be grounded.

- New personnel will input their emergency contact information to Talon/ETA prior to their first lesson.
- Printed copies of grade sheets are only required when a student has completed a stage check. These printed grade sheets are placed in the student training folder. Daily flight training records are kept electronically and do not require a printed copy to be kept.
- Internet Outage:
    - Manual grade sheets will be used during periods of Internet outage. Maintain the grade sheet in the student's training folder until Talon activity completion can be accomplished.
    - The instructor may also utilize the browser on their mobile device to complete activities in Talon if desired.
- When CFIs self-dispatch:
    - Flight release forms will be disposed of once that flight is completed.
    - Keys will be locked and secured appropriately
    - Dispatch closing procedures checklist will be run prior to leaving the facility

- Aircraft will be assigned to students in reference to that aircraft's time until next maintenance event.
    - To prevent an excess number of aircraft from going down at the same time, it is important that both CFIs and dispatchers utilize both the RMS events tab on the home page, and the "Time Before Next Event – Hour Events" graph to determine which aircraft to assign.
    - This graph can be accessed at the bottom of the work tab on the homepage in the graph dropdown menu. Be sure to select the small box in the upper left-hand corner to make sure the graph is refreshing every so often and set the graph to C172. Ideally you don't want more than 2 aircraft down at a given time. There should ideally be 5 hours of spacing between all C172 S models.
    - If there is a gap greater than 5 hours or less than 5 hours, then the resource whose usage would help fix that gap should be used so long as that usage does not go past the event due time.
- CFIs must accomplish activity completions in a timely manner. This should ideally be done during the debrief. Tech Pilots should be aware of the following terms:
    - Event start time – This is the time depicted by talon which the CFI and the student are both required to be at the airport for their lesson.
    - Activity start time – This is the time that the crew should expect to receive an aircraft. You may arrive early however there is no guarantee that you will get a plane early.

    - Due back time – This is the time that the plane should be back on the ramp secured with the engine off. Dispatchers are permitted to allow crew swaps on the ramp to minimize delay between flights.
- 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.
- Rentals are to be utilized when Louisiana Tech students who are active in our system require an additional flight outside of our TCO. These sorties do not count towards minimums. CFIs do not get paid during these sorties. An example of a rental is a student who wants to practice landings solo to stay proficient after completing the commercial course while waiting for a practical. If a CFI is involved and intends on being paid for dual instruction, then a refresher course should be utilized. Consult management before utilizing these as they are rare occurrences and are frequently used improperly.

7. SECURITY

- The doors of the Flight Operations Center are to remain locked at all times.
- The west door and the northeast door can and should be opened utilizing the card swipe pads installed adjacent to the doors.
- Faculty and staff University ID cards are programmed to open the doors 24 hours a day.
- Student ID cards are programmed to open the doors 0700-1700L, Monday-Sunday, excluding holidays, when the University is in session.
- Personnel entering Flight Ops will not allow any person not personally known to them to "piggyback" through the doors.
- Students will not allow visitors in the building without permission from a Tech employee.
- Personnel will ensure all doors are locked when the Flight Operations building is unoccupied.
- Students requiring access to Flight Ops after 1700L will contact their CFI(s), or call 318-257-5080. (Solo students requiring building entry from the ramp side after 1700L may simply knock.).
- Dispatchers will physically check the security of all five Flight Ops doors prior to going off duty.
- CFIs conducting training outside of scheduled dispatcher work hours are personally responsible for building security.
- Tech aircraft will be locked when not in use. Aircraft keys will be kept in a locked file cabinet when Flight Operations is closed or operating without a dispatcher.

8. STUDENT RESPONSIBILITIES

- Enrollment in the PRAV major is a privilege that students have earned however must work even harder to retain. There is a long list of students desiring to transfer into PRAV. Those students unable to abide by the responsibilities below, display a good

attitude, take the program seriously, and advance at an acceptable pace will be removed from the PRAV program to make room for other students who will.

- Prior to enrollment in the Professional Aviation Major, students must obtain an FAA First Class Airman Medical Certificate. This is a one-time requirement to verify no unknown conditions exist that could preclude the student from attaining long-term aviation goals. Subsequent medical certificates may be Third Class. A list of FAA Aviation Medical Examiners (AMEs) is available on the FAA's website. With certain Aviation Medical Examiners, MedXPress may be used to streamline the medical application process.
- Students must arrive on time for all scheduled instructional activities, ground or flight. Failure to arrive on time for a flight lesson will result in a "NO SHOW" entry in the Dispatchers Log that includes the name of the individual. A history of NO SHOWs is grounds for disenrollment from the flight program.
- Prior to flight, the student will fill out a weight and balance/performance planning/flight plan form. The completed form will be reviewed by the approving authority for the flight. Aircraft are not dispatched without the form, which is obtained at the dispatch counter.
- It is the pilot in command's responsibility to determine the airworthiness of the aircraft. Students flying solo are pilot in command.
- Cancellations: Student cancellations should be rare. Flight line activities are to be deconflicted with academic classes. Students are to look ahead for conflicts and adjust their availability before the schedule is made. In the rare instances of cancellations, the student must notify their CFI and the dispatcher.as soon as they know that they will be unable to attend the training event. Sickness excuses must be real. A track record of "one day illnesses" is telling when it comes to attitude and will viewed dimly. The dispatcher will record the cancellation on the Dispatcher's Log for tracking purposes.
- No-shows and Late-shows cause havoc with the flying schedule, waste our resources, cost the University money and directly impact CFI income. They are not tolerated. There are very few acceptable reasons and generally the student will pay a financial penalty. For more details see the section entitled "No-show/Late-show Policy"
- Prior to the start of flight training, students must provide proof of U.S. citizenship or TSA approval, medical certificate (class 3 or above), and any flight certificates.
- Students must sign the Louisiana Tech University Flight Training Agreement form, prior to beginning flight training. Additionally, students must agree in writing to the Aviation Department's Drug Policy.
- Student Flight Accounts and Student Financial Responsibilities:
- 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 personnel before the University Comptroller can accept funds into it.
- Students are responsible for maintaining a flight account balance of $1000 or greater and are grounded if their balance falls below $500. Flights by students with less than a $500 balance are conducted only with express Chief Flight Instructor permission and the total cost of the event will not put the student in debt to the Department.

- A track record of financial mismanagement is disruptive to our scheduling process and is grounds for disenrollment from the Flight program. For tracking purposes, the Dispatcher will record instances of cancellations by name for financial mismanagement in the Dispatchers Log.
- Flight Account Balances for Students Prior to Practical Tests:
- CFIs will not authorize practical test flights (to out-of-town destinations) the student has a minimum of $1,000 in their flight account. Dispatchers will also verify students' account balances before dispatching such flights. This does not apply to VA students.
- Students will be assisted in obtaining an FAA Student Pilot certificate by their assigned flight instructor, utilizing the Integrated Airman Certification and Rating Application (IACRA) system. IACRA is a web-based certification/rating application that guides the user through the FAA's airman application process.
- Students are not allowed into the Records Room. However, they may review their training records online. If a student desires a copy of their training record, it must be requested from the Administrative Coordinator.
- Students will alert the instructor or dispatcher to any discrepancies found on an aircraft. It is the student's responsibility to ensure that, before 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.
- Students will verify the aircraft's Hobbs meter reading prior to engine start and immediately report any discrepancy to the dispatcher.
- Students who become actively airsick are responsible for cleaning the aircraft.
- Students are not allowed inside Flight Operations unsupervised.
- Students do not go behind the dispatch counter unless authorized.
- Students are not allowed to self-dispatch an airplane
- Students are not allowed in the Advanced Aviation Training Device (AATD) area at Flight Operations, unless escorted by a Tech employee.
- Students need a telephone. Students must have the voicemail function set up to preclude missing a message from Flight Operations. Flight Operations does not generally repeat calls to students who lack voicemail.
- Students must maintain current aviation publications. Students must use caution with used, second-hand publications, which may be outdated.
- Students flying solo sorties in Stages 1 or 2 of the Commercial course are to be the sole occupant of the aircraft—no "stick buddies" are authorized.
- Students are required to maintain a college grade point average (GPA) of 2.5. Students whose GPA falls below 2.5 will be referred to the Director.
- Students are required to comply with aircraft checklists. Of particular note is the requirement to turn the MASTER and STBY BATT switches OFF when securing the aircraft after flight. If failure to accomplish either of these steps results in a requirement to have either the main battery or standby battery discharge or damage, the student will be responsible for the expense.
- Students are highly encouraged to remain at LaTech over the summer quarter to continue their flying training. This prevents regression of skills. The summer months are the best weather and longest days. Utilization of the summer flying quarter is the

best way to ensure graduation on time with the full qualifications and hours needed for future employment.

- Flight Training Course Completion Times: The most cost-effective way to complete the required FAA ratings is to fly regularly and continuously, year-round. Irregular flying, taking summers off, and breaks in training always result in loss of skills, repeated rides, non-achievement of requirements for graduation, and additional expenses. For details on the expected progression timelines see Section entitled "Flight Training Progress"

9. FLIGHT INSTRUCTOR RESPONSIBILITIES

- Flight instructors are responsible for the safety of students during their flight lessons; on dual flights, the instructor is the pilot in command (PIC)
- Flight Instructors are required to maintain at least a Third Class Medical Certificate. Operations by CFIs who lack a medical require approval by the Chief Instructor.
- 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.
- Training Course Outline (TCO) Adherence and Logging of Course Minimums.
- 14 CFR 141 TCOs are approved by the FAA and are directive. Instructors must accurately log student accomplishment of aeronautical experience requirements, in both the student's logbook and in Talon/ETA.
- CFIs will conduct Private, Instrument, and Commercial flight training in the resource (airplane or device) specified by the TCO for the applicable unit. Absent Chief Instructor approval, TCO-directed AATD training units will not be conducted in the airplane, regardless of student (to include VA student) or instructor preference. Such approval is unlikely except in the case of training device malfunctions. The statement "When necessary or desired, FTD events may be completed in the aircraft.", which appeared in the older TCOs, is deleted.
- **Course Completion and Course minimums.**
- **Students will not graduate Louisiana Tech Part 141 courses unless Talon/ETA reflects that every unit in the course is complete or legitimately omitted**
- CFI Currency: CFIs are required to maintain their currencies in accordance with 14 CFR 61.57. As a benefit to employment, CFIs are authorized unlimited use of the ATD for the purpose of instrument currency, building hours, etc. CFI use is on an "as available" basis and may not conflict with student use of the devices.
- CFI Instrument Approach Currency: CFIs may log instrument currency in the ATD without supervision of a fellow instructor. CFIs may log <u>all</u> instrument currency tasks in the ATD and remain current for six months.
- Administrative use of aircraft:
- Administrative use of aircraft (non-revenue by a paying student) is to be kept to a minimum.
- For ferry flights of aircraft to maintenance facilities and other off-station movements of aircraft, schedulers and CFIs should look for ways to make these sorties into billable, student-training events.
- Night Currency: Instructors are authorized administrative use of an airplane time for maintaining night PIC/take-off and landing currency. These sorties should be

accomplished with two CFIs needing the currency, be as close as practical to the expiration of the currency, accomplished at RSN and kept to minimum duration of approximately one hour total (0.5 hours to each CFI).

- Instructors who become non-current (day landing currency) must fly these sorties with a current Tech instructor. Non-current instructors may not gain currency with a Student Pilot in the other pilot seat. Note that, when scheduling in Talon/ETA, currency sorties are scheduled as "Rental-IP," not "Rental-CFI."
- CFIs may not self-approve administrative flights. They will be coordinated by the schedulers who follow Chief Instructor policy.
- CFI Flight Reviews: CFIs are required a Flight Review with the Chief/Assistant Chief Instructor on an annual basis. Instructor proficiency checks count as flight reviews, assuming an appropriate ground review is done, and the sortie is at least one hour long.
- CFI responsibilities concerning Practical Exams
- CFIs will work with the schedulers to schedule Practical Exams. **Exception:** CFI applicants may self-schedule with a DPE.
- For a student who is doing well and advancing steadily, as soon as a reasonably safe course-completion date is known, the CFI should notify scheduling who will schedule the Practical Exam.
- Students should not call DPEs directly for scheduling however may coordinate last minute changes.
- Flight instructor completes student training for pilot certificate or rating sought.
- 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.
- Flight instructor verifies all training documentation is complete and correct, then requests a course graduation certificate from the Administrative Coordinator.
- Flight instructor completes (or assists student in completing) all required documentation including Integrated Airman Certification and Rating Application (IACRA).
- Flight instructor contacts Chief/Assistant Chief Instructor for student School Affiliation and Course Association in IACRA.
- Mental preparation and stress management
- Done right, the student should be surprised at how smoothly the Practical Exam went
- CFIs should deliberately increase the intensity of training in the latter parts of any course in order to prepare students for the inevitable stress of the check ride.
- CFIs are not to send students to a stage check unless they are confident that they will pass it and the Practical Exam. Stage Check Instructors are not to pass a student on a stage check unless they are confident that they will pass the Practical Exam.
- Administrative preparation checklist
- 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.

- The CFI will physically ensure that the student has all the following in his/her possession on practical test day: view-limiting device, current and appropriate publications and aeronautical charts, computer and plotter, and flight planning forms.
- IPad apps can be used to comply with most of the above. However, some DPEs may still have a strong preference for paper products, while others may require a paper backup to the computer.
- CFIs will ensure that students are able 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 aircraft information manual, AIM, and Chart Supplement; and apply provided weather information to their particular cross-country plan.
- For cross-country planning, 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. The exceptional student will know whether the planned FBO has a courtesy car, the fuel costs, and maintenance capabilities, all readily found via the internet.
- **PERSONAL RECORDS: The CFI will physically ensure the student has all the following in his/her possession on practical test day. A student who "has their act together" sets the tone for a successful checkride and is a direct reflection on the competence of the student, the CFI and the Louisiana Tech School of Aviation.**
- **Government-issued photo ID**
- **FAA pilot certificates**
- **Medical certificate**
- **Completed FAA Form 8710-1 printed out and signed copy in case of IACRA website outage**
- **Knowledge test report (original)**
- **Pilot logbook with name, address, signatures on each page, appropriate endorsements and tabbed to ease finding logged requirements such as the 100-mile cross country, night time/landings, sim instrument, etc.**
- **FAA Form 8060-5, Notice of Disapproval (if applicable)**
- **School graduation certificate (if applicable), and**
- **Examiner's fee by the method (check, cash, credit card) preferred by the DPE**

10. CHECK INSTRUCTOR RESPONSIBILITIES

- Check instructors serve as a vital quality control function. Check instructors are not to give a passing grade unless they are confident that a student is ready for the next phase of training. This is especially critical on final stage checks where the student will proceed to a practical exam.
- Check instructors also perform Progress Checks and Retention checks where they must make the decision that affects potential disenrollment from PRAV.
- Check instructors are selected and trained flight instructors who conduct student stage checks at designated points in the courses. Check instructors are expected to assume responsibility for supervision of operations if they are the senior personnel present.
- Check instructors review training folders prior to stage checks, and ensure they are in order. Check instructors print completed grade sheets upon check completion, and

file them in the student training folder. Stage checks will include FAA ACS Special Emphasis Areas.

- Check pilots will sample trainees' knowledge of computing crosswind components on every aircraft stage check.

11. FLIGHT DISPATCHER RESPONSIBILITIES

- Normal dispatch duty hours:
- Mon – Thurs 0700 – 2100
- Fri – Sun 0700 – 1700
- Note: Dispatch may close early if no solo students are airborne or scheduled for the rest of the day.
- Prior to closing Flight Ops, (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 account for the aircraft and update Talon by one of the means below before closing Flight Ops.:
- Contact CFI by cell phone
- Check the flight's progress via computer (FlightAware, etc.)
- Contact the FBO at the stopover point
- Contact Flight Service Station.
- Summer and holiday dispatch hours may vary
- Solo flights always require a dispatcher on duty
- Dual flights after hours, the CFI may self-dispatch
- Dispatchers are a vital part of the leadership team for Flight Operations and serve as the contact point and "finger on the pulse" of the flying operation
- Dispatchers will be selected by the Chief Instructor based on leadership ability and trustworthiness
- The Operations Supervisor is responsible for the overall supervision of the flying operation. However, it is the intent that the Dispatcher makes/executes decisions and then advises the Operations Supervisor. The Dispatcher may seek the input of the Operations Supervisor for situations that are outside of his/her experience or comfort level.
- Dispatchers attend all CFI meetings and are paid accordingly
- A Chief Dispatcher will be assigned by the Chief Instructor and has the following responsibilities:
- Train all dispatchers
- Make the dispatcher schedule
- Ensure that Dispatcher Logs are being filled out properly
- Orders oil for inflight kits
- Dispatch activities are critical for safety. They may be the first responder to an aircraft emergency. As with any other University employee, failing to report for work will result in counseling and/or termination of employment.
- **Dispatcher Duties**
    - Inventory of the Aircraft Servicing Kits at the beginning of each day. Replenish during the day if used. Note: if a significant item is missing

from the kit, the aircraft will be checked to ensure that it is not loose inside the aircraft.
    - Monitors the flight operations
    - Ensure that the entire fleet is refueled at the beginning of each day. Call for fueling of aircraft reported to be below half tanks (local sorties), top off for cross countries, topped off after the last flight of the day.
    - Tracks show times of all flyers, students and CFIs and records no-shows and late shows
    - Records events in the Dispatchers Log
    - Monitors and changes the flying status according to weather and airfield changes
    - Conducts weather recalls and diversion of aircraft if needed
    - Advise emergency aircraft if needed
    - In the event of a Weather Cancellation, the Dispatcher puts the word out to CFIs and students
    - Prioritizes who flies and who is cancelled when sortie commitments exceed available aircraft
    - Assigns aircraft according to maintenance inspection scheduling and hour tracking
    - Sends aircraft to and receives from maintenance
    - Flight following of Student Pilots operating solo.
    - Security of aircraft and accounting for aircraft keys.
    - Building security.
    - Assignment of practice areas if needed
    - Maintenance of the dispatch and the flight planning rooms.
    - Maintenance of flight/aircraft records.
    - Maintenance of flight hour records.
    - Talon/ETA and Resource Management System operations.
    - Raising and lowering of the flags.
    - Other duties as assigned by the Chief Instructor.
- Tech CFIs may function in the role of dispatcher in support of student solo flights for after-hours, weekend operations, or any other time when a normal dispatcher is unavailable. The following guidelines apply:
- This work is not mandatory, and students should have no expectation that CFIs are obligated to do this job at all. The intent is to offer CFIs the flexibility to man the dispatcher position for their solo students.
- CFI pay CFIs sitting dispatch are paid the Chief Dispatcher rate.
- CFIs are prohibited from charging students “under-the-table”
- CFIs sitting dispatch will sign in and out on the clipboard found at the dispatcher desk, the same one that the dispatchers use.
- CFIs fulfilling Dispatch duties, must be in the building and may not double dip dispatch and instructor pay. The CFI on duty will also serve as the operations supervisor and will make weather calls for the student(s) IAW SOP.
- CFIs should announce to their colleagues via suitable messaging that they intend to open Flight Operations, in case other solos want to fly. Only one CFI at a time may

be sitting dispatch (and earning pay). If a continuous operation with a shift change is warranted, CFIs will coordinate between themselves.

- CFIs working dispatch will accomplish the normal dispatch duties outlined above to include the opening and closing checklists.
- Working as a dispatcher is "duty," as that term relates to crew rest.

12. OPERATIONS SUPERVISOR (OPS SUP) RESPONSIBILITIES

- The Ops Sup is responsible for the overall supervision of the flying operation. It is the intent that the Dispatcher makes/executes decisions within the scope of their listed responsibilities and then advises the Ops Sup. The Dispatcher may seek the input of the Ops Sup for situations that are outside of his/her experience or comfort level.
- The Chief Instructor will establish a list of personnel who may serve as the Operations Supervisor and a schedule that designates the Operations Supervisor on duty.
- The Ops Sup schedule will be with the Dispatcher. The Dispatcher will always know who is serving as Ops Supp and how to reach them.
- The intent is that the designated Operations Supervisor will be on duty, in the building, during normal flying hours. On rare occasions it is acceptable for the operations Supervisor to be reachable by phone or radio (local sortie only)
- For after hours or weekend flying, an on-call Ops Sup will be designated

13. FLIGHT INFORMATION FILE (FIF) POLICY

- FIFs will include information that pilots need to know
- All pilots are required TO electronically confirm in Talon/ETA that they have read the FIF prior to the next flight.
- FIFs, if directive in nature, have the same binding force as the SOP. The "Ops Check-In" feature of Talon will not work (for flights) until an individual's FIF is confirmed.
- FIFs are intended to be temporary however some may be retained active as needed. The policies will generally expire, be deleted, or be incorporated into the SOP or other document.

14. FLIGHT OPERATIONS HOURS OF OPERATION

- Normal dispatch/flight operation duty hours:
    - Mon – Thurs 0700 – 2100
    - Fri – Sun 0700 – 1700
    - Note: Dispatch may close early if no solo students are airborne or scheduled for the rest of the day.

15. SHOW TIMES TO FLIGHT OPS AND CHECK IN

- Minimum show time is the "activity start time" as designated in Talon.
- CFIs and students will report to the Dispatcher to ensure tracking of arrival at/prior to the activity start time. Dispatchers will complete the check-in function in Talon/ETA.
- Students not in the building by the required activity start time will accrue late fees and no-show fees. See the section of Late-shows and No-shows for more detail.

16. SCHEDULING PROCEDURES

- **GENERAL**
  - The schedule is created as a function in Talon. It is essential that Talon is working with accurate information. It is incumbent on CFIs and students to make sure that their information is current with the scheduling personnel. Talon is the final source for all scheduled events and must be checked regularly for changes.
  - CFI Availability: With minimal exceptions, CFIs are assumed to be fully available to be scheduled, Monday through Friday, during normal duty hours and night hours. Note: scheduling will endeavor to compress a CFIs flight schedule to minimize the duty day.
  - Student availability: With minimal exceptions, students are assumed to be fully available outside of their class schedule, and perhaps a work schedule. With the exception of student athletes, nothing else should affect student availability. Students will be given adequate time to drive to/from flight operations. Note: It is expected that students be scheduled for a minimum of 3 events per week at flight ops. Students whose availability is reduced to below an acceptable level put themselves into an untenable situation.
  - Monday – Friday schedule: CFIs and students will receive their schedules for flights, sims, and ground sessions. Schedules will be posted approximately 2–3 days in advance.
  - Weekends will normally remain open for scheduling with priority given to cross-country (XC) flights.
  - Holidays and other designated periods of low demand for sorties may also use open scheduling
  - Upon receiving their class or work schedules, students must email their availability conflicts to the Flight Scheduling Manager and copy (cc) the Assistant Flight Scheduling Manager (the scheduling team). Alternatively, students may complete a physical unavailability form at Flight Operations. CFIs have the ability to modify their students' availability for short term changes that arise.
  - Note: The scheduling system is designed to minimize gaps between the use of aircraft and simulators. It is imperative that CFIs and students follow the takeoff and land times associated with the schedule in order to achieve the directed requirements of the TCO. For example, taking off 20 minutes late does not permit a 20-minute late landing and may make it impossible for the student to achieve course minimums for that unit.
- **STUDENTS**
  - For each quarter, students must submit a form indicating their periods of unavailability. Physical copies of the form are available at Flight Operations.
    - Failure to submit the form will result in the student being grounded until it is completed.

        - Examples of acceptable unavailability include scheduled classes, work, mandatory appointments, or vacations during school breaks. Any other commitments affecting availability must be approved by the Chief Instructor.
    - The cutoff for changes to availability is 1400L daily. Changes made before 1400 enable an accurate schedule to be created. Changes after this will be considered under the cancellation policy (see applicable section) and the student may be charged a no-show fee.
    - If a student previously indicated they would be unavailable however are now able to meet, the same 1400L cutoff applies. Changes made prior to 1400L may be utilized to create the schedule for the next day. Either the student or the CFI must notify the scheduling team so the unavailability can be removed in Talon.
    - It is the student's responsibility to check Talon daily, after the schedule is posted, to know their schedule for the next day.
    - Students enrolled in the CFI course are excluded from automatic scheduling. Instructors must submit schedule requests for lessons with CFI applicants.
- **INSTRUCTORS**
    - Instructors must "activity complete" lessons immediately after conducting them. Failure to do so will disrupt the scheduling process and may result in students being scheduled for the incorrect lesson.
    - For any event that is scheduled in error where the resource changes (example: scheduled for a flight when it should be a sim) Instructors must notify the scheduling immediately so that the schedule can be fixed.
    - For an event that is scheduled in error however does not require a resource change (example: changing one sim lesson to another sim lesson), instructors may change a lesson to a different one without prior approval.
    - Once the schedule has been posted, sims and grounds may be added as needed, as long as they fit within the existing schedule.
    - For oral lessons only, CFIs may edit start times/durations as long as they occur on the same day.
    - **SCHEDULE REQUESTS**
        - This is the primary method for scheduling Practical Exams with DPEs, Stage Checks, brush up lessons prior to a Practical or Stage Check, remedial lessons for SEPs, Progress/Retention checks and CFI lessons.
        - For stage checks, the method for pairing up students with a stage check instructor is an online Google Docs sheet. See the schedulers for details
        - Instructors may submit schedule requests for any given lesson if they deem it necessary. Note: Submitting a schedule request does not guarantee approval. The request may also be moved to a different time within the availability of the crew.

- Schedule requests should primarily be used for CFI lessons, lessons with a student prior to a stage check or practical, scheduling stage checks, or remedial lessons required after a student is entered into the SEP.
- Requests outside of these scenarios are highly subject to change and are not guaranteed. Priority for schedule requests will be given to stage checks and practical exams.
- When scheduling conflicts exist, the following priority list applies:
  - Sorties directed by the Chief Instructor
  - FAA practical tests
  - Instructor proficiency checks (Stan rides)
  - Stage checks
  - SEP remedial training/Progress and Retention Checks
  - Pre-Private Solo cross-country flights, if the weather supports them
  - Dual student instruction for students under the Block Schedule
  - Other dual student instruction

Solo local flights and cross-countries by students in the Commercial Course

- **SCHEDULING OF CESSNA C172R, TAIL NUMBER N24576.**
  - This aircraft is restricted to VFR.
  - It is not equipped for flight in Class B or C airspace.
  - Scheduled by request
  - Students in Stage 2 of the Commercial TCO are authorized solo training flights in N24576 subject to the following conditions:
  - Dual sorties have priority over solos.
  - Flights are restricted to local, day, and VFR. Spins without an instructor aboard are prohibited.
  - The student has previously operated N24576 in a satisfactory manner with a CFI aboard. The CFI awards the student the Talon/ETA Qualification "576." Prior to dispatching the aircraft to a solo student, the dispatcher will check this qualification in Talon.
  - Pilots will add only enough fuel to achieve one-half tanks maximum (14 gallons per side, 28 total).
  - Pilots are to utilize Form #27, Cessna 172R/S Checklist, in lieu of our normal multi-page Cessna Model 172S Checklist.
  - When issuing the aircraft for local flights other than spin flights, the dispatcher will also issue the ForeFlight® Sentry ADS-B receiver. The pilot will attach the device to their iPad, and utilize it to display traffic information, in an effort to improve safety.

17. UPDATING AIRCRAFT DATABASES

- To update the C172S:
  1. Access the Garmin Aviation Database Manager and upload the new updates to an SD card using an SD card reader.
  2. Place the SD card in the bottom SD card slot on the MFD with the power and the avionics off.

3. Master on, Beacon on, Avionics Bus 1 and 2 on. Do not skip the prompts even though it allows you. This sometimes causes errors.
4. Go to the auxiliary page group and monitor the database updates.
5. Press the warning soft key to suppress the aural alert.
6. Allow the updates to complete. It should take 5-10 minutes. A restart soft key will be available after the databases have completed the update process. Sometimes you will have the option to restart before the process is completed. This may cause an error, so refrain from an early restart.
7. After the restart is complete, scroll to the auxiliary page group and verify that the updates have moved over into the active column.
8. Turn the Avionics off, then the Master, wait 10 seconds, turn the master back on, then the avionics, and see if any errors occur, and check if the databases are still up to date by verifying them on the MFD startup page.

- To update the PA-28-R201
    1. Remove the supplemental data SD card from the bottom slot of the G500.
    2. Use an SD card reader to put the current database updates for the G500 and both GTN 650s on that supplemental data card at the same time using the Garmin Aviation Database Manager (Put them all on the same card)
    3. Insert the card in the back into the bottom slot of the G500 and turn on the master switch, then the radio master switch. Do not skip any prompts or validations when the system offers.
    4. If the system does not auto-update and asks if you would like to update, press enter.
    5. Scroll to the auxiliary page group on the G500 to monitor and verify the updates and check the dates.
    6. Once completed, radio master off, master off, wait 10 seconds, master on, radio master on, let the system validate, check for errors, and check the dates once more.
    7. The GTN 650s communicate with the G500 and the updates should be available to be synced after startup.
    8. Follow the GTN Prompts and do not skip any validating process if offered by the system. Verify the databases in the system status page, then turn the radio master off, then the master switch off, then wait 10 seconds.
    9. Master switch on, radio master on, check for errors on the GTN, and verify that the new databases are present on startup

- Keep track of upcoming update availability using the calendar view in Garmin Aviation Database Manager.

18. IFR USE OF AIRCRAFT LACKING CURRENT GPS DATABASE.

- Pilots may operate aircraft lacking a current database under IFR, with the understanding that they cannot file '/G,' and must utilize VHF navigation as their primary. The weather for such sorties must support a visual approach upon return to Ruston Regional.

19. GRADING PROCEDURES

- Grading Definitions
    - E - Excellent
        - As a line-item grade: A grade to be given to a student on rare occasions when performance far exceeds the minimums set forth in the applicable certification standards. This grade is to be used for line items only and should not be used as a unit grade.
        - As a unit overall grade: Do not use
    - G - Good
        - As a line-item grade: When being used in conjunction with a line item, it is a grade to be given to students when their performance meets or exceeds the minimums set forth in the applicable certification standards.
        - As a unit overall grade: When being used as a unit grade, it is given when the applicable line items for the unit being graded meet or exceed the minimum line items grades for that unit. These line-item grades may be found in the applicable TCO for that course.
    - F - Fair
        - As a line-item grade: It is intended to be used when performance for a specific line item did not meet the minimums set forth in the applicable certification standard. However, little progress will be needed in order for that student to meet those standards.
        - As a unit overall grade: Do not use
    - U - Unsatisfactory
        - As a line-item grade: Given when performance does not meet or exceed the minimums set forth in the applicable certification standards.
        - As a unit overall grade: Given when the line items cannot be graded to meet or exceed the grades specified in the applicable TCO for that unit.
    - NG - No Grade
        - As a line-item grade: Given as directed by the TCO on certain line items for certain lessons. This grade may also be authorized for use on optional line items if any are created in the future.
        - As an overall unit grade: Used as a unit grade, for solo units only.
    - I - Incomplete
        - As a line-item grade: Used when the applicable task stated in the line item could not be accomplished due to circumstances outside the flight crew's control.
        - As a unit overall grade: Used if not all planned or required tasks were not accomplished due to circumstances outside of the flight crew's control. THIS IS NOT TO BE USED AS A METHOD OF AVOIDING GIVING A GRADE OF "U" OR TO ENSURE ADDITIONAL PRACTICE PRIOR TO A STAGE CHECK OR PRACTICAL EXAM.

- Grading of events is done on an "absolute" scale. Grading of events should not be done in reference to the level of the pilot however should instead be done in reference to the applicable certification standards.
- The overall grade for the unit does consider the level of experience of the pilot. For example, on the first sortie, the student is typically unable to safely land the aircraft, however they may have done slightly better than the typical student of the same experience level. The landings would be graded "U" however the overall grade for the unit may be graded "G" in accordance with the minimum line-item grades set forth in the applicable TCO
- Talon is programmed with the minimums that each student is required to achieve before completing a course. Talon is also programmed with the minimum grade each line item is required to have before that unit can be graded "G" or "Good". This will be shown by a green highlight next to the minimum grade required for that line item. You must grade the line item at minimum, the highlighted grade or better. These minimums and minimum line-item grades are programmed in accordance with the minimums set forth by our TCOs and applicable regulations.
- If a student is nearing a Stage Check or Practical Exam and has a break in training, the following applies to additional units needed to prepare.
    - The last unit will be repeated however must be graded by normal standards
    - The unit must be a dual flight
    - This will only be used in the event of training breaks and will not be used to give additional training while avoiding a "U" grade on the unit prior to a Stage Check or Practical Exam
- Flight Lab Final grade criteria: The following standards apply to the maximum final grade for a Flight Lab. CFIs may grade lower, however not higher than the criteria below.
    - "A" No stage check failures, practical exam failures or SEP required
    - "B" No more than one stage check failure, practical exam failure or SEP
    - "C" 2 or more failures of a stage check, practical exam or more than one SEP

20. INSTRUCTOR/STUDENT ASSIGNMENTS

- Students will be assigned a primary instructor. They may also be assigned secondary and tertiary instructors as the backups to be utilized in the Talon scheduling process
- PPL pre-solo students will fly with the same instructor. PPL post-solo students and students of all other TCOs may be scheduled to fly with other CFIs as required due to unavailability of their primary CFI.
- The student load will be as evenly distributed among CFIs considering all possible factors. The intent is to ensure that all CFIs have a relatively even load of responsibilities and income potential. Availability limits on CFIs will be considered in their student load. This may require the reassignment of students at any time.
- Change of CFI: As professionals, students and instructors are urged to work out any personal differences that may arise. Any student or instructor may request a change of assignment if there is a valid cause. Change requests will be discussed with the Chief/Assistant Chief. The Chief Instructor's decision on the issue is final.
- Student-instructor pairing may be changed at any time to even out the student load

21. STAGE CHECKS

- Stage checks are a required part of our curriculum under 14 CFR Part 141. These checks are conducted to ensure quality and readiness for the next phase of training. Stage checks are accomplished at designated points in all Louisiana Tech flight courses, even if training is done under Part 61. Grade assignment will be in accordance with the applicable TCO.
- Stage Check instructors are charged with ensuring that the student has been properly trained and demonstrate the necessary level of knowledge and skill to progress to the next level of training. Stage Check instructors are not to pass a student on a final stage check unless they are confident that the student will pass the practical exam.
- Stage Check Instructors will fully debrief the results to the student so that there is no question as to why the student passed or failed the Stage Check.
- Stage Check Instructors will document the results in Talon and will debrief the Chief/Assistant Chief on the results
- Failure of a Stage Check requires that the student be enrolled in the Supervisory Evaluation Program (SEP)
- Final stage checks for the Private, Instrument, and Commercial courses are intended to mimic FAA practical tests. However, students failing the flight portion of any final stage check will repeat the entire stage check flight profile (as opposed to only repeating failed items)
- Stage Check to Practical Exam time limits: TCO graduation certificates are dated to the day of the final Stage Check completion. The graduation certificate is valid for 60 days. If the student is unable to complete the associated Practical Exam within 60 days, the student must re-accomplish and pass the stage check in its entirety to include the oral portion. The student will then be given a new Graduation certificate valid for a further 60 days.
- 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 own by the end of the mission
- Stage Check Worksheets: Students will complete applicable worksheets before being considered for stage checks. The assigned flight instructor will review and critique the student's work before recommending the student for a stage check. The original worksheet remains part of the student's training folder.

22. FLIGHT TRAINING PROGRESS STANDARDS AND REQUIREMENTS

- As a Part 141 program tied to a 4-year bachelor's degree, there are strict timelines that must be followed in order for the student to complete their flight training and graduate on time. It is problematic if the student falls behind. It clogs up the training pipeline for all students.
- Students are expected to progress normally, completing FAA practical tests as appropriate for the particular certificate and/or rating sought. Flight hour requirements vary with the certification and/or rating. While students often learn at different rates and learning plateaus occur, there is no room for lengthy delays in training.

- Due to the complexities of minimum/maximum credits per quarter, VA funding, etc, the enrollment of students into flight labs with the University Registrar may not match the enrollment used in the appropriate TCO in Talon.
- In Talon, it is imperative that the student not be enrolled in the next TCO until they have completed the previous requisite TCO. Otherwise, the timelines outlined below will be exceeded.
- The following timelines are established for completion of qualifications. These timelines ensure graduation on time at the end of the fourth year. Exceeding the maximum flight hours for a program result in being enrolled in the Supervisor Evaluation Process and/or direct disenrollment from the PRAV program.

Flight Rating	**Timeline**	**Days enrolled in the TCO**	**Maximum Flight Hours**
Solo flight	NLT end of second quarter		25 flight hours
Private Pilot License	NLT End of Freshman/first year	365	80 Flight hours
Instrument Rating	NLT End of Sophomore/second year	365	70 hours combined simulator and flight
Commercial Rating	NLT End of Fall quarter of senior/4th year	548 (18 months)	Discretion of Chief Instructor
Flight Instructor Rating	NLT End of Senior/fourth year	180	Discretion of Chief Instructor

- Timelines for completion for Flight Labs:
    - 6 months from the beginning of training
    - Entry into a 7th month in the same flight lab results in:
        - Placement of the student on the Talon "Watch List"
        - Investigation of the reasons for the delay
        - Counseling of the student
    - Entry into a 10th month in the same flight lab results in placement into the Supervisory Evaluation Process (SEP) to determine the reasons for slow progression. Causes related to availability, lack of knowledge or lack to skill will result in consideration for disenrollment.

23. SUPERVISORY EVALUATION PROCESS (SEP)

- If the student is not progressing in a normal manner or not performing to standards, the student will be evaluated by the SEP. The SEP must be completed **within 30 days** or the student will face direct disenrollment.
- Triggers for entry into the Supervisory Evaluation Process (non-inclusive)
    - Failure of three units in a row (exceptions noted in the TCOs for certain units)
    - Failure of a Stage Check
    - Failure of a Practical Exam
    - Directed by the Chief Instructor
        - Failure to progress according to established timelines, maximum hours, etc.

        - Safety-related event
        - Other reasons at the discretion of the Chief Instructor
- The Supervisory Evaluation Process has two levels (Progress Check and Retention Check). If a student passes the progress check, they do not require the Retention check
- Progress Check
    - Two remedial training events with a CFI
    - Progress Check with a Stage Check Instructor
- Retention Check
    - Three remedial training events with a CFI
    - Retention Check with the Chief/Assistant Chief Instructor or Stage Check Instructor as availability dictates
- When a student warrants entry into the SEP, the following actions will happen:
    - The Chief Instructor, Assistant Chief and, if necessary, the CFI will be notified
    - The CFI will put an SEP sheet into the student's training folder
    - The student will be placed on the Watch List in Talon
    - The CFI will track the student's progress throughout the entire SEP and will ensure that he/she completes the necessary steps in a timely manner
    - Student will be grounded in Talon until meeting with the Chief/Asst Chief Instructor and Student Success Coordinator if available
- For issues related to flying skill, the student will normally be entered at the Progress Check level for the first trigger event. This gives two levels of remedial training and evaluation. For subsequent trigger events in the same TCO, the student will normally be entered directly into the Retention check level
- For trigger events related to insufficient knowledge (Oral portion of units, stage check or practical exam) and for SEPs directed by the Chief Instructor, the student will be entered directly into the Retention Check level of the process.
- Remedial training is conducted as a repeat of the last unit and the comments will clearly denote "SEP Remedial training, Progress Check, Retention Check" as applicable.
- Grading of SEP events
    - Remedial training events will be graded; however, a failure does not preclude moving forward to the Progress/Retention Check
    - Progress/Retention check will be graded Good or Unsatisfactory.
- The SEP has two possible outcomes:
    - Pass: Continuation in the PRAV program (next unit, stage check, practical exam)
    - Fail: Disenrollment from the PRAV program
- If the SEP was due to a failed stage check, an SEP pass counts as a pass for that portion of the stage check. If the SEP was for an oral/ground portion of a stage check, the intent is to proceed to the flight portion of the stage check on the same day immediately after the Progress Check oral.
- Disenrollment decisions will be forwarded to the Director of the School of Aviation for processing

- The Chief Instructor may alter the regimen for any SEP according to the circumstances.
- Some circumstances may result in forgoing the SEP and proceeding directly to disenrollment
- All Retention Checks will be conducted or attended by the Chief/Asst Chief or designated individual.

24. DIRECT PATHS TO DISENROLLMENT

- At the discretion of the Chief Instructor, certain circumstances may result in an investigation and decision for disenrollment without the use of remedial training or the Supervisor Evaluation Process. Non-inclusive list:
    - Willful violation of flight discipline
    - Significant flight safety violation or event
    - Second failure of an FAA Knowledge Test or Practical Exam
    - Disruptive or disrespectful behavior toward faculty, staff, or students
    - Loss of medical certificate
    - History of no-shows, late shows
    - Gaps in training
    - History of being unprepared, poor attitude, low priority given to training
    - Excessively behind in flying courses relative to academic courses
    - Excessive time or hours in a course of training
    - Non-completion of an SEP within 30 days
    - GPA below 2.5

25. ACADEMIC INTERACTION WITH FLIGHT OPERATIONS

- The minimum passing grade for a PRAV class is "C". Otherwise, the class must be retaken. For Ground School classes a grade of "C" or better is required to be issued a Ground School Graduation Certificate.
- Endorsement to take the FAA Knowledge Exam: To receive the endorsement to take an FAA Knowledge Exam, students are required to achieve 90 percent or higher on a practice FAA written examination.
- Failure to pass an FAA Knowledge Exam: Students are expected to pass FAA Knowledge Exams on the first attempt and achieve a high score. A failure of an FAA Knowledge Exam is a serious problem. A second failure of the same Knowledge Exam results in grounding and investigation for Disenrollment without an SEP.
- First failure of an FAA Knowledge Exam: Student will have the following options:
    - Purchase a "Home Study Course" and successfully complete the associated academic material and FAA Knowledge Test.
    - Withdraw from the flight degree program
    - Student may continue to fly pending the second attempt at the FAA Knowledge Exam
- Knowledge Exam or Practical Exam prior to finishing associated ground course: If a student completes the flight training of a given course and intends to take the Knowledge Exam or Practical Exam prior to completing the ground school course(s), the following mandatory conditions apply:

- For Private and Instrument TCOs: Student must have completed a minimum of one-half of the associated ground school curriculum (one of the two ground courses) and earned at least a 'C to that point.' This assures that the Part 141 minimum aeronautical knowledge training time required by 14 CFR Appendix A (PPL) or B (Inst)
- For Commercial TCO: Student must have completed the minimum classroom hours (35 hours) required by 14 CFR 141 Appendix D para 3
- Student must be presently enrolled in the other half of the ground school for the particular course.
- Student's assigned CFI or a faculty member must conduct oral lessons with direct reference to the ground school textbook, adding special emphasis to 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.
- Student must have accomplished all of their flight training for the particular certificate/rating at Louisiana Tech.
- Students who comply with the above will be considered to have completed the ground training requirements of the TCO, and may receive course graduation certificates, endorsements, and take knowledge (and then practical) exams. Students who do not comply with the above will not be given a course graduation certificate.

26. PILOT GROUNDING

- Grounding of a student requires grounding in Talon. While grounded, student will not receive flight training. Depending on the circumstance, the student may not receive ground/simulator training. Students will attend academic classes. Students may be grounded for any of the following reasons (non-inclusive) and may require counseling by the Chief Instructor
    - Financial: flight account below minimum balance
    - History of recurrent financial issues will require counseling by Chief instructor
    - Second failure of an FAA Knowledge Test
    - No-show (mandatory meeting required with Chief Instructor on each offence including the first)
    - Multiple late shows
    - Flight safety event
    - Directed by Chief/Asst Chief Instructor or CFI
    - GPA below 2.5
    - Initial entry into an SEP to ensure meeting with counselling occurs

27. NO SHOW/LATE-SHOW POLICY

- When a student misses a scheduled sortie, simulator or ground oral unit, it is very different than missing a class. First, it is a waste of a sortie (aircraft or simulator). Aircraft and simulator availability is the biggest limitation we face and when a student does not show up, that training opportunity is gone forever. Second, our CFIs are paid by the hour and when a student does not show up, or shows up late, they are

reducing the CFI's pay. Students are expected to plan ahead, have reliable transportation, plan their sleep and study schedules to accommodate their Flight ops schedule, and to make every effort to arrive on time to scheduled events. There are very few legitimate reasons for a no-show or late-show.

- NOW-SHOW Policy
    - No free no-shows. The student pays a penalty from the first no show
    - Student will be grounded in Talon and must meet with the Chief Instructor to explain their actions prior to being returned to flying status.
    - $100 flat charge to the student (this may be increased in the future up to the full anticipated cost of the training event). A portion of this penalty will go to reimburse the CFI and the remainder will reimburse the department for lost revenue
    - The $100 fee will be debited directly from the student account via an input into Talon. Note: VA funded students are handled differently. The student will be grounded until they personally remit the $100 charge. See section on VA students.
    - 2 no-shows in the same Flight Lab results in the following:
        - Student will be placed on the "Watch List" which is a feature in Talon to flag students for extra monitoring. The student will remain on the Watch List for the remainder of that Flight Lab course.
        - Student will have one full grade reduction as the maximum grade on that flight lab. I.e. a maximum grade of "B"
    - 4 no-shows in the same Flight Lab results in the following:
        - Maximum grade of "C" in that flight lab and we will cap the grade reduction there.
        - Evaluation for direct disenrollment from the Flight program
    - This charge is mandatory and is not at the CFI's option. The CFI is required to input the charge for the no-show. He/she is not authorized to let this go
    - Dispatchers will report no-shows by name on the Dispatchers Log
    - A late show that precludes the unit from being completed is a no-show
    - The CFI will:
        - Advise the Dispatcher of the no-show
        - Fill out the no-show form, and turn it in to the Administrative Coordinator
        - Ensure that a copy of the no-show form is added to the student's flight training folder
        - Bill the student 1.5 hours at their normal hourly rate for that pay period
- LATE-SHOW Policy
    - For students that show up late, the CFI will charge the student for the time starting at the time the student was required to show. The amount of time will be added as an additional "oral" charge to the sortie expense.
    - Note: VA funded students are handled differently. The student will be grounded until they personally remit the required late fee. See section on VA students.

    - This charge is mandatory and is not at the CFI's option. The CFI is required to report the late show and input the charge. He/she is not authorized to let this go
    - Dispatchers will record the late show, by name, on the Dispatchers Log for tracking purposes, and the student can expect to be required to meet with the Chief Instructor
- An ongoing history of no-shows/late-shows across multiple Flight Labs/TCOs results in an evaluation for direct disenrollment from the flight program.

28. CANCELLATIONS – GENERAL POLICY

- Additional policy may be in Scheduling section
- Once scheduled, sortie cancellations should be rare. Both CFIs and students are expected to plan ahead and adjust their availability according to foreseeable life events (and most are foreseeable) and thus preclude the need for the vast majority of cancellations.
- Cancelations for any reason need to happen as soon as the individual realizes that they will be unable to fly
- Deadlines for cancelations to be considered valid (Excused absences)
    - All cancellations for the next day of flying that occur before 1400L. If this notice is given, the cancellation is considered an excused absence.
    - Sickness cancellations that occur greater than 1 hour prior to the scheduled show time. A medical excuse (from a doctor) is required for all same-day sickness cancellations. Note: Same-day sickness cancellations will be tracked by the Administrative Coordinator. CFIs are to report same-day sickness cancellations to the administrative coordinator. Students are required to submit the medical excuse to the administrative coordinator in order for the excuse to be considered valid. If no medical excuse is turned in, the event will be dealt with as a no-show.
- Note: Sickness cancellations need to be real. It is a rare event that an individual goes to bed healthy, wakes up too sick to fly and then is healthy enough to fly the next day. A history of one-day illnesses, especially those that happen to coincide with early morning sorties will result in a counselling session with the Chief Instructor. CFIs are to track this kind of history and bring it to the attention of the Chief Instructor.

29. WEATHER CANCELLATION POLICY

- Weather Cancellations will come from an official source and the Flight Ops leadership/dispatcher will put the official notice out on Talon and by other means such as the CFI and student GroupMe text message groups.
- Dispatchers are still required to show up and will be available to answer questions by phone, cancel sorties in Talon, and monitor the weather.
- Neither CFIs nor students will use a weather forecast as an excuse to not show up for a sortie. Weather forecasts are not reliable enough to be used by CFIs or students to preemptively weather-cancel a sortie. Quite often the forecast weather events such as storms, winds or ceilings are temporary or just do not happen. Other times the schedule can be slipped or modified to accomplish the scheduled sortie or an alternate training sortie.

- In the absence of an official weather cancelation decision by the flight ops leadership, the CFI and student will show up at Flight Ops, on time and the discussion/decision on whether or not to fly will be made based on the actual weather at the time of the planned sortie.
- In the absence of an official weather cancelation decision, if a student decides not to show up, the student will be considered a no-show and charged accordingly.

30. PERSONAL WEATHER MINIMUMS

- Both students and CFIs may establish personal weather minimums if desired. Such minimums may be more restrictive than the SOP however may not be less restrictive
- CFIs may designate personal weather minimums for their students if they see the need.
- Personal weather minimums need to be decided ahead of time and recorded on the designated form (available in the bins at Flight Ops) and placed in the training folder. If there is no sheet in the training folder, then the personal weather minimums are assumed to be the same as the minimums in the SOP.
- For dual rides, if the conditions are below the student's personal weather minimums however above the CFI's, the sortie should (not required to however should) go as planned assuming viable training can be accomplished. The student should see this as a chance to expand their experience in more challenging conditions with a CFI there as backup and the grading suitably adjusted for the conditions.
- No one is going to be pressured to fly in conditions below their personal mins, however that discussion and decision needs to happen at Flight Ops. Forecast weather below personal weather minimums will not be used to preemptively weather cancel a sortie and not show up.

31. PART-61 and PART-141 TRAINING (ADDITIONAL GUIDANCE)

- The Louisiana Tech School of Aviation is an elite aviation education/flight training program that produces superior, well-trained pilots. We hold our CFIs and students to much higher standards of performance than other programs. As such we are hesitant to accept training from Part-61 schools and even other Part-141 programs for credit toward the PRAV degree, and only do so under very strict, well-defined circumstances. 14 CFR Part 141 and AC 141-1B have strict limitations which we follow.
- The objective of these policies is to produce a uniform pilot product. Experience (in the form of failed practical tests) has proven that lots of hours is no substitute for following a structured, supervised, flight training program. The further objective is to award Tech Professional Aviation degrees to students who actually do their flight training at Tech.
- The awarding of a Louisiana Tech Professional Aviation degree implies completion of flight training at Louisiana Tech University under our Part 141 approved TCOs, or training that is pre-approved in writing and carefully monitored to adhere to our program standards.
- Student flying outside of Louisiana Tech Part 141 program:
    - In the past there have been students who were enrolled and flying in the LaTech Part-141 program and then accomplished training/ratings at other

flight schools (Part-61 or Part-141) without prior permission. They have then attempted to return to Louisiana Tech and gain credit toward a LaTech TCO and PRAV degree. This interferes with the standards and quality of our training and is not allowed without prior, specific written permission and a very good reason.
    - For students desiring to earn a Louisiana Tech PRAV degree, the following simple rule applies: Once enrolled in a Louisiana Tech Part 141 TCO, the student is locked into the Part 141 program and will complete the Louisiana Tech TCOs under Part 141 through Commercial Pilot.
    - Students who violate this rule and conduct training at other schools (Part-61 or Part-141) without permission will not be able to apply that flying as credit toward any TCO or the Louisiana Tech PRAV degree.
    - If the student begins flying at Louisiana Tech, then accomplishes training at another school without permission and earns a rating at another school, they will be considered to have quit the Louisiana Tech PRAV program. The student will be given a failing grade in the Incomplete Flight lab and recommended for removal from the PRAV program.
- The following are considered acceptable for credit toward the PRAV degree without the need for prior written approval.
    - Completed PPL (Part-61 or Part-141) brought to Louisiana Tech at initial application.
    - CFI training (Part-61) conducted at Louisiana Tech or other approved CFI training programs. The following schools are automatically approved for CFI training by Louisiana Tech students. For additional information see the CFI Training section.
        - American Flyers CFI and CFII program
        - Magnolia CFI Academy
    - For partially complete PPL training under Part-61 brought to Louisiana Tech at initial application, see below under Private Pilot TCO may (in very rare cases) be approved to continue under the Louisiana Tech program by Louisiana Tech CFIs under Part-61. Such approvals must be done in advance and in writing with the approval made part of the student training folder.
- Exceptions require Chief Instructor approval, in advance, in writing with documentation in the student training folder.

32. PRIVATE PILOT TCO SPECIFICS

- Students with previous flying experience will present their logbooks and ratings to their CFI at their first meeting.
- Students with a PPL complete will be given credit for PRAV 101, 102, 110 and 111. They will enter the Instrument TCO in Stage 0 to have their Private Pilot skills evaluated and brought up to Louisiana Tech standards if necessary, in our aircraft. See additional information on Instrument Stage 0 under the section titled “Instrument TCO Specifics”.
- Students with flying experience however who have not completed their PPL will be evaluated on a case-by-case basis. The quality of Part-61 training varies widely and students often struggle at Louisiana Tech due to the higher standards and advanced

aircraft systems. Individual cases and options will be discussed with the Chief Instructor. The following general guidelines apply:

- Pre-solo students will complete the entire Private Pilot TCO
- Post solo students who have not completed their PPL are the toughest case to deal with. Each case will be evaluated on its merits. Options vary as follows:
  - Complete our entire TCO
  - Complete their PPL outside of Louisiana Tech under Part-61
  - Complete their PPL within Louisiana Tech under Part-61. On very rare occasions, this may be approved. Such a student will first accomplish an oral and flight evaluation with a Tech check instructor. Following the eval, the check instructor will coordinate 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 aeronautical experience requirements are met and documented in the student's logbook. This method may or may not result in cost savings. Historically, it has not.

- All programs other than full TCO under Part 141 require Chief Instructor approval. Such approval must be done in advance and in writing with the approval made part of the student training folder.

33. INSTRUMENT TCO SPECIFICS

- Instrument students will not be "dual-enrolled" in Commercial until they are complete with the Instrument TCO's Instrument Approaches stage check.
- 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 that 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, however possible.
- Instrument Stage 0: Students who enter Louisiana Tech with a PPL with be put into the Instrument TCO however will first have their PPL skills evaluated and brought up to Louisiana Tech standards. They also need familiarization with our aircraft and advanced avionics. This is to ensure readiness for effective Instrument training.
- Instrument Stage 0 Units are NOT part of our FAA-approved Instrument Rating TCO, and do not alter that TCO. However, they are tracked in Talon. Time logged in Stage 0 does NOT count towards 14 CFR 141 course minimums.
- Stage 0 Expectations:
  - Student should display basic PPL skills to ACS standards
  - Steep learning curve on the G1000 with significant student effort to study and learn the system.
  - The profile(s) flown should mimic that used for a private pilot final stage check, minus VFR navigation/dead reckoning.
- Stage 0 layout:
  - Unit 1: Oral assessment with assigned CFI. The pilot should display a private pilot level of knowledge as to basic aerodynamics, FARs, the AIM, etc..
  - Unit 2: Simulator with assigned CFI.

- **Unit 3: Flight with assigned CFI.**
- **Units will be graded with the same scale as any other unit EGFU. The allowable number of repeats of each unit is defined in Talon**
- **Students who are not able to pass the Stage 0 requirements within the allowable number of repeats will be evaluated for removal from PRAV under the Supervisory Evaluation Process (SEP)**
- **Units 4 and 5: Ground and flight evaluation (Ground and Flight Stage Checks) with a check instructor, are utilized to ensure basic PPL knowledge and skills and readiness for instrument training.**
- **Successfully passing the Stage 0 Stage Check may be logged as a flight review IAW 14 CFR 61.56, for a non-instrument-rated private pilot.**
- Stage Check instructors are not to pass a student unless they are confident that their knowledge and skills in our aircraft and the G1000 are sufficient to begin instrument training

34. COMMERCIAL TCO SPECIFICS

- Instrument students will not be "dual-enrolled" in Commercial until they are complete with the Instrument TCO's Instrument Approaches stage check.

35. ADDITIONAL CATEGORY OR CLASS COMMERCIAL (FIXED-WING TRANSITION) TCO SPECIFICS

- Louisiana Tech University has an approved TCO entitled COMMERCIAL PILOT ADDITIONAL AIRPLANE CATEGORY AND SINGLE-ENGINE LAND CLASS (FIXED WING TRANSITION) TRAINING COURSE OUTLINE. This FAA-approved TCO complies with 14 CFR 141, Appendix I. Its use is specifically limited to pilots who presently hold an FAA Commercial Pilot (Rotorcraft) Certificate with Instrument Rating.
- The student's completion of, or concurrent enrollment in Commercial Pilot ground school (PRAV 340) is requisite.
- Flight instructors require a briefing from the Chief Instructor prior to training students with this TCO. Only Instrument-rated instructors may conduct Flight Stage 2 of this course.

36. 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 Director of the School of Aviation discretion and must also be within 14 CFR 141.77 limitations as well.
- It is in the best interest of Tech aviation students to attend all aviation training and education at Louisiana Tech. The transfer of flight training and aeronautical knowledge training is strictly limited by 14 CFR 141.77 as follows:
    - 50% maximum transferring from another Part-141 program
    - 25% maximum transferring from a Part-61 program
- The evaluation of transfer credit may include written testing and/or an evaluation flight to determine the point at which the student should start in the syllabus. After enrollment, taking courses at other learning institutions requires Chief Instructor written permission in advance.

- At a minimum, to be eligible for the PRAV degree, students must earn their Instrument and Commercial ratings through Louisiana Tech under Part 141. Failure to adhere to this policy will result in the student not graduating in Professional Aviation.
- Graduation with a B.S. in Professional Aviation from Louisiana Tech requires a completed Flight Instructor, Airplane Single Engine certificate (CFI-A).

37. CFI TRAINING AT LOUISIANA TECH

- The Louisiana Tech CFI program is conducted under Part-61.
- Training will follow the Louisiana Tech CFI syllabus
- Flight Training will consist of a minimum of nine dual sorties in the right seat, training on Private and Commercial maneuvers. The focus will be on valid instruction while operating the flight controls and maneuvering to Commercial standards. Basic instrument flight training techniques will be practiced throughout.
- Ground training will consist of the PRAV 414 academic course (Flight Instructor Ground) plus at least 20 hours of additional oral ground training covering the tasks in the FAA Flight Instructor ACS.
- CFI Training outside of Louisiana Tech: While it is preferred that PRAV students obtain their CFI training at Louisiana Tech; the use of other schools is permitted. The following CFI training programs are automatically approved for Louisiana Tech CFI training and qualify for credit toward the Louisiana Tech PRAV degree. Other schools require specific written permission in advance.
    - American Flyers (many locations)
    - Magnolia CFI Academy (one location)
- Students will not be excused from university classes for the purpose of attending flying/ground training away from the University.
- CFII Training:
    - CFIs are encouraged to add CFII to their ratings as soon as possible
    - To facilitate this training Louisiana Tech CFI candidates will be given 4 hours of admin time in the C-172 and unlimited time in the simulators not to conflict with paid student use of the simulators

38. STUDENT GRIEVANCE/APPEAL PROCESS

- As a general rule, the CFI's, or Stage Check Instructor's decision on grading is not subject to appeal unless there is reason beyond a simple disagreement over the grade.
- In the rare circumstances of personal conflicts between the student and the CFI, either may request that the student be assigned to another CFI.
- In the rare circumstances where a student wishes to appeal a decision by a CFI or Stage Check Instructor, the following process applies. Steps in order:
    - The two parties should attempt to resolve the issue on their own
    - If not resolved, the student may make a written appeal to the Chief Instructor whose decision is final

39. CONFLICTS OF INTEREST (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. One egregious example would be a flight instructor dating his or her student. Fraternization might also be a personal relationship that impacts objectiveness or affects other students' feelings of equal treatment and quality training. 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 either such exists in the program. Additionally, students and their assigned instructors will never borrow or lend money from or to each other, nor will they gamble money 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 will preclude favoritism and avoid potential sexual harassment issues.
- Fraternization is:
    - Not necessarily related to 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
    - Compromised integrity
    - Administrative or punitive action
- Self-Identification of conflicts of interest/fraternization:
    - In the initial assignment or reassignment of student-CFI pairs, the individuals will self-identify any conflicts of interest and the pairing will not occur.
    - If a conflict of interests develops after the fact, the individuals will self-identify and the pairing will be changed.
- Non-reported conflicts of interest/fraternization: If a conflict of interests/fraternization is discovered/accused between a CFI and student the following process will be followed:
    - The Chief Instructor will conduct an investigation
    - The accused parties may be required to prepare written statements
    - Chief instructor's decision is final

40. DRESS CODE

- The dress code applies at Louisiana Tech Flight Operations
    - Students, CFIs and Dispatchers are required to dress professionally as follows:
        - Hair – neatly groomed
        - Slacks with belt (no jeans)
        - Shirt tucked in
        - CFI, Dispatcher or Student Polo shirt as appropriate for role

        - Closed toe, closed heel shoes (no sandals, crocks, etc.)
    - Clothing is to be clean and not excessively worn
    - Additional requirements/exceptions
        - CFIs and Dispatchers are required to be clean shaven (reasonable mustache is ok)
        - Due to the tight quarters of the cockpit, all personnel must be showered and wear deodorant.
        - No dangling earrings or other visible body piercings
        - Flight Team polo shirts are authorized at any time
    - Other conservative polo/dress shirt may substitute in the event of a shortage of the standard student or CFI polo shirts for sale. Polo shirts from Department-sanctioned student organizations or other approved events are authorized
    - ROTC students may wear dress or utility uniforms on days where such is required
    - During cold weather the PRAV jacket (or other conservative jacket) may be worn

41. GROUND AND AIR ABORTS

- Ground and Air Aborts: Pilots who start an aircraft, however, do not take off (failed mag check, etc.) are not charged. They will secure the aircraft and return the key(s) and clipboard to dispatch. The dispatcher will not Ramp In the sortie, however, will instead cancel it, and update Hobbs time in Talon/ETA after maintenance is performed. Pilots, dual or solo, who take off and then air-abort <u>are</u> charged, since this a legitimate training experience which goes in the pilot's logbook.

42. SECURITY, RAMP, AND LANDING FEES FOR CROSS-COUNTRIES

- Security fees at FBOs are charged to the aircraft's Multi-Service Aviation credit card.
- Ramp/Landing Fees are charged at many airports however may be waived with the purchase of a certain minimum amount of fuel. Aircrews should inquire in advance. Louisiana Tech does not reimburse ramp fees. Ramp fees are not to be charged to the aircraft's fuel card and must be paid by the pilot.
- Note: With the exception of aircraft emergency or weather driver, Louisiana Tech aircraft do not land at airports that charge landing fees.

43. TECH PROFESSIONAL AVIATION WEBSITE

- The Louisiana Tech University Department of Professional Aviation maintains a website with flight information, policies, procedures, and research links located at: https://liberalarts.latech.edu/professional-aviation/. Training course outlines, this safety manual, departmental news, and e-mail addresses can be found on the site. Please visit the site often to keep up with current events.

44. ADMINISTRATIVE GUIDANCE

- Student records: Workday is the system of record for all grades, course completions and many other functions for students in terms of the official transcript and graduation requirements. Student records are located in the Aviation SharePoint site,

under Aviation Files, Student Records, Professional Aviation. If CFIs need access to student folders contact the Assistant Chief or the Department's main office.

- CFIs are reminded that training folders are legal documents protected by the Family Education Rights Protection Act (FERPA). Any violation of the FERPA law may be prosecuted.
- When flight labs are completed, both students and CFIs must be diligent to ensure that a final grade is submitted to the Chief Instructor.
- Flight Lab grades: By the chart below, CFIs will recommend grades for Flight Labs at the following points

FLIGHT LAB	**ASSIGN A GRADE AFTER**
PRAV 110	INITIAL SOLO
PRAV 111	PPL PRACTICAL EXAM
PRAV 242	NAVCOM STAGE CHECK
PRAV 243	INSTRUMENT PRACTICAL EXAM
PRAV 342	NAVIGATION STAGE CHECK
PRAV 343	COMMERCIAL MANUEVERS STAGE CHECK
PRAV 344	COMMERCIAL PRACTICAL EXAM
PRAV 411	CFI PRACTICAL EXAM

- Training Folders must include copies of:
    - Proof of U.S. citizenship (birth certificate or passport) or approved TSA paperwork.
    - Government issued photo identification.

NOTE: United States passport obviates the need for both the birth certificate and the photo Identification.

- Medical certificate.
- Stage Worksheets.
- Temporary Airman Certificates or permanent certificates, when issued.
- Applicable FAA Knowledge Test Report. (prior to the final stage check)
- Enrollment Certificate
- Graduation certificate (Part 141 courses)
- SEP worksheets

45. ORAL INSTRUCTION

- CFIs charge ground or oral instruction at the same hourly rate as flight instruction. This includes TCO Units dedicated to tabletop instruction, and time spent briefing, supervising, and de-briefing students.
- CFIs do not charge Oral to students when accomplishing required administrative actions while the student is not present. CFIs do not charge additional Oral beyond that listed in the TCO for ground time spent away from home base on cross-country flights, regardless of the reason (dining away from the airport or delays for weather, maintenance, ATC, fueling, etc.)
- Exception: Additional oral charges are authorized for student late-shows. See appropriate section.
- On the flight unit preceding the initial solo, the CFI will accompany the student to the aircraft and observe the preflight inspection and will charge as an oral.

- Tech CFIs will follow the following guidelines for Oral instruction charges:
    - TCO ground training Units (Orals) will be charged the duration listed in the TCO, assuming that duration is how long the Unit lasts. If the actual duration spent is less than the TCO, then actual time will be charged.
    - The Oral to be logged and charged will match that listed in the TCO. The longest Orals in the TCOs are 2.0 hours. Ground training Units will stop at the 2-hour mark, and the student released.
    - If further training is truly warranted, grade the Unit Incomplete if the material was not able to be covered or as Unsat if the student was unprepared.
    - Private S1L1U1 is 4.0 hours. It is recommended to break this into two 2-hour segments (grade the first one Incomplete), allowing for the student's attention span and the likely scheduled follow-on activities of both student and instructor. 2.
    - If a student's ground knowledge is deficient the oral unit should be graded Unsat and the unit repeated.
    - **Note:** VA-funded student cannot be remediated on a Unit from a Stage with which they are complete. A Unit from their present Stage must be utilized.
    - In no case will a student's flight account be "milked" for Oral charges.
    - For the initial solo, the CFIs charges for the total Hobbs time.
    - When a CFI accompanies a student to an off field Practical test, the CFI charges for the total Hobbs time of the flight to and from the Practical Test and not the Hobbs time for the flight with the DPE.

46. DUAL-SOLO INSTRUCTION

- Instructors do not charge additional oral while observing an initial solo sortie. "Dual-solo" in Talon means the instructor is already being compensated at the dual rate. Dual solo applies to the initial supervised pattern solo ride and also applies when a CFI accompanies a student on a practical test away from Ruston. Waiting is obviously going to be required when a student is with a DPE; this is why the CFI receives pay for that portion of the Hobbs that the DPE flies. No further Oral is to be added. CFIs will obtain a Solo Certificate from the Administrative Coordinator following their student's initial solo flight. This certificate is a keepsake; it does not go in the training folder.

47. STAGE CHECK GUIDANCE

- CFIs are responsible for the readiness (both skill and administrative tasks) of their students. CFIs will accomplish a thorough training folder and Talon review to ensure that their student has everything needed for the stage check.
- Check instructors will accomplish a thorough training folder review prior to a stage check. Check instructors will personally verify that each unit in that stage is completed or legitimately omitted 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, and Incompletes and Cancels are omitted.) 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 grade sheets will be posted on the left side of the training folder. Orals go underneath their associated flights. More recent stage checks go on top of older ones.
- Stage check ground/oral evaluation duration is listed in the applicable TCO. This is the maximum amount to be charged. Check pilots will tailor their orals accordingly.

48. EMPLOYEE EXIT FORM (OTHER THAN STUDENT WORKERS)

- At the end of a CFI employment with Louisiana Tech, they must not just "disappear". They must properly out-process and complete the Human Resources EMPLOYEE EXIT/TERMINATION FORM. Typical time involved is 2 hours during the business day. 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.
- Failure to accomplish the EMPLOYEE EXIT/TERMINATION FORM and turn it in to Tech Human Resources will result in the individual not receiving their final paycheck.
- The form is NOT required of student workers. The form is available at https://www.latech.edu/documents/2018/07/unclassified-employee-exitform.pdf/.

49. RESTRICTIED AIRLINE TRANSPORT PILOT ELIGIBILITY

- Eligibility for the Restricted ATP (R-ATP) is a major benefit of the Louisiana Tech PRAV degree for those who earn it. To be eligible for the FAA Restricted ATP certificate, a pilot's Instrument rating and Commercial pilot training must have been accomplished under Part 141.
- The details of the eligibility requirements are outlined in 14 CFR 61.160
- The Louisiana Tech School of Aviation is a Part-141 that has been issued the appropriate letter of authorization mentioned in 14 CFR 61.160
- In order to comply with 14 CFR 61.160, the pilot must complete our FAA-approved Instrument and Commercial training course outlines (TCOs) as written, and complete the Professional Aviation curriculum as written.
- Graduates who meet the requirements for a R-ATP must request a certificate with seal which certifies as to compliance. The production of this certificate is not automatic because, not all graduates qualify. Graduates should allow up to a week from their request until receipt (or more, if it must be mailed).
- In addition, the following language will appear in the graduate's transcript: "THIS STUDENT HAS MET THE REQUIREMENTS TO OBTAIN THE RESTRICTED-ATP AS PER 14 CFR 61.160(B). DOT-FAA COMMERCIAL CERTIFICATE #(pilot certificate number)".
- This process is not a Flight Operations function. Graduates must contact the Administrative Coordinator in Davison Hall and should be prepared to show their Instrument Rating and Commercial Pilot course graduation certificates.

50. VA STUDENT POLICIES

- Some Louisiana Tech student get their college education and flight fees funded by U.S. taxpayers through the U.S. Department of Veterans Affairs (VA). These students or, in some cases, their parent(s) earned this benefit through their service to our nation.

- VA funding of flight fees is administered (and continuously audited) by the Registrar. The VA and the Registrar demand that VA students' Private, Instrument, Commercial, and CFI flight training be accomplished while the students are enrolled in the Tech credit course (PRAV 110, 111, 242, 243, 342, 343, 344, and 411) which is associated with the particular TCO stage (Private Stage 1 or 2, Instrument Stage 1 or 2, Commercial Stage 1, 2, or 3, or CFI).
- What the foregoing means to students and flight instructors:
    - Instructors will inquire at initial assignment as to every flight student's VA status. If the student is VA-funded, accomplish only activities in courses and/or stages for which the student has registered (and not yet completed) at the University. If doubt exists, see the Administrative Coordinator, who can check Workday.
    - Instructors do not jump around in the TCO(s), and, especially, do not repeat units from any previous stage after that stage is complete.
    - For Commercial students, do not allow them to fly Stage 3, Lesson 1, Unit 1 time building sorties until they have registered for PRAV 344.
    - In general, do not allow Rental flights by, nor fly Refreshers with, VA students unless specifically authorized by the Chief Instructor. Practical test sorties should be flown on numbered/named TCO units.
    - VA students who are less than 100% VA-funded must settle their flight account in advance by paying their portion into their flight account immediately upon beginning a flight course. See the Administrative Coordinator. Failure to comply with this provision will result in grounding of such students.
    - VA students will not exceed the cross-country flight distances or times specified by the applicable TCO by more than 20 NM or 0.3 hours, respectively.
    - No-Show and Late-show penalties: VA-funded students guilty of a NO-SHOW (as described above) will be grounded until they personally remit the fee. Late-show fees must be paid by personal means as well. The University does not charge no-show or late-show fees to the VA-funded Flight account.
    - VA-funded students liable for a battery maintenance fee or battery reimbursement charge (as described in Section 4) will be grounded until they personally remit the fee. The University does not charge these fees to the VA funded Flight Account.
    - Louisiana Tech University VA Coordinator:
        - VA Coordinator/Certifying Officer: Mrs. Sheila W. Sanchez
        - Department: Registrar Office: Keeny Hall 207
        - Mailing address: Registrar's Office Louisiana Tech University, P.O. Box 3155, Ruston, LA 71272-0001
        - Phone: (318) 257-2176
        - Fax: (318) 257-4041
        - Email: sheilas@latech.edu

SECTION 2: SAFETY PROCEDURES AND PRACTICES

1. ORGANIZATION OF THIS SECTION:

- 14 CFR 141.93 Requires the following minimum information to be included under Safety Procedures and Practices. This document goes into much more detail. To ease FAA evaluation of compliance the required items come first in this section with chapter numbers matching the paragraph numbers in the FAR.
- 14 CFR 141.93 Excerpt - Requirements for this document

  Except for a training course offered through an internet based medium, a copy of the safety procedures and practices developed by the school that describe the use of the school's facilities and the operation of its aircraft. Those procedures and practices shall include training on at least the following information—

  (i) The weather minimums required by the school for dual and solo flights; GOT IT

  (ii) The procedures for starting and taxiing aircraft on the ramp.

  (iii) Fire precautions and procedures.

  (iv) Redispatch procedures after unprogrammed landings, on and off airports.

  (v) Aircraft discrepancies and approval for return-to-service determinations.

  (vi) Securing of aircraft when not in use.

  (vii) Fuel reserves necessary for local and cross-country flights.

  (viii) Avoidance of other aircraft in flight and on the ground.

  (ix) Minimum altitude limitations and simulated emergency landing instructions; and

  (x) A description of and instructions regarding the use of assigned practice areas.

2. WEATHER MINIMUMS REQUIRED FOR DUAL AND SOLO FLIGHT (IAW 14 CFR Part 141 paragraph 93(a)(3)(i)) AND OTHER WEATHER-RELATED SUBJECTS

- Louisiana Tech prescribes weather minimums that must be met before an aircraft is dispatched. 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:
- **For dual flight**, with the student's concurrence and if legitimate training can be accomplished, the flight may be conducted to the CFIs minimums.

- **Weather requirements for student solo flight:**

	LOCAL			CROSS-COUNTRY		
	Ceiling Visibility	Max. Wind Speed	*Max. Crosswind	Ceiling Visibility	Max. Wind Speed	*Max. Crosswind
Student Pilots	2000/5	12 Kts	5 Kts	3000/5	12 Kts	5 Kts
Private Pilots	2000/5	15 Kts	10 Kts	3000/5	15 Kts	10 Kts
Instrument Rated Pilots	1000/3 (see Section 6)	15 Kts	10 Kts	1000/3 (see Section 6)	15 Kts	10 Kts
Commercial Pilots and Above	Lowest Available Approach	25 Kts	15 Kts	Lowest Available Approach	25 Kts	15 Kts

***Max Gust shall be used as the limiting wind speed**

- **OBTAINING WEATHER INFORMATION**
  - A preflight weather briefing before each flight (local or cross country) is mandatory. Weather information should be recorded on the Flight Plan/Release form. Weather information can be obtained in several ways.
    - ForeFlight or similar prescription aviation information source
    - Flight Service Station (FSS). FSS can be reached at 1-800-WX BRIEF or when airborne on appropriate frequencies. thorough preflight weather briefing is required before departing on any flight away from the immediate vicinity of Ruston.
  - **www.1800wxbrief.com.** Internet services, including access to weather and aeronautical information, flight plan filing and automated services
  - Ruston AWOS. The AWOS station located at the Ruston airport gives current weather observations in the METAR format. These can be obtained by telephone (318-242-0062) or by radio (119.525 MHz.) Ruston AWOS should be monitored before departing on local flights and before returning to the Ruston area.
- WEATHER STATUS
  - Dispatchers have the responsibility to change the weather status as needed due to changing weather conditions.
  - The Dispatcher will advise the Operations Supervisor when the weather status has been changed

- Weather Status Definitions for local flight operations:
  - "Unrestricted". No thunderstorms or SIGMETS located within 20 NM of Ruston Regional Airport. Winds are within the solo limits above. All training operations are permitted.
  - "Restricted". Training continues however some restrictions are needed in accordance with the training weather minimums.
  - "Solos Pattern Only". Ceilings preclude safe pre-Private solo area flights or cross-countries; however, the weather is stable, and pattern work may be accomplished.
  - "Dual Only". 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 Only". 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.

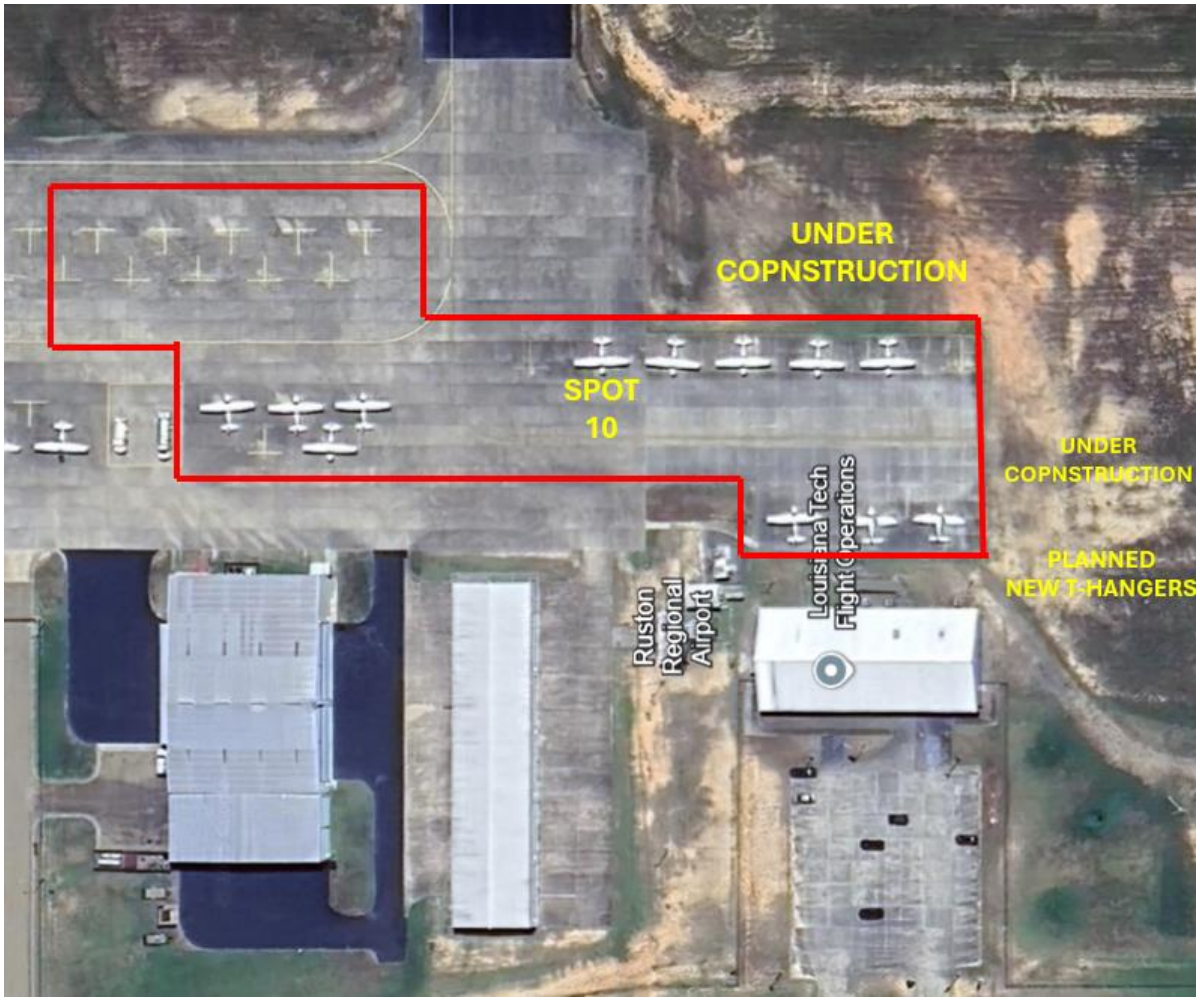
- **SEVERE WEATHER**
  - **Tornadoes: Cover should be taken in a hallway or the computer lab/CFI lounge area, which has no windows. If outside, proceed indoors. The first person to note or hear of a tornado will inform everyone in the Flight Ops building.**

3. PROCEDURES FOR STARTING AND TAXIING AIRCRAFT ON THE RAMP

- Engine Starting Procedures Normal:
  - Engine start will be in accordance with the AFM/POH or the provided checklist.
  - Do not over-prime the engine.
  - 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 lights will be turned on.
- Cold Weather Starting Procedures
  - Cold weather starts will be in accordance with the AFM/POH.
  - Pilots are prohibited from attempting engine start when the ambient air temperature is below 30° F (-1° C.) The intent of this restriction is to reduce damage to aircraft batteries and starters, and to enhance engine oil flow and lubrication. This prohibition has several exceptions as follows:
    - The aircraft has been hangered overnight.
    - The aircraft is moved into a heated hangar and warmed prior to the attempt.

        - The aircraft engine is pre-heated with a gas-fired heater or by electrical means.
        - The aircraft has flown in the preceding two hours and is being re-started for departure (as in cross-country operations.)
        - The Chief Instructor authorizes the attempt.
- Louisiana Tech pilots will treat the RECOMMENDED STARTER DUTY CYCLE (under "Normal Procedures" in the AFM/POH) as a "Limitation."
- Taxi procedures General
    - When taxiing…taxi and do nothing else. There is never an excuse for a taxi accident. Extreme vigilance and slow speeds at all times. CFIs will set the example
    - Test the brakes leaving the spot (both sets)
    - If wingtip clearance from a ground vehicle or another aircraft even remotely questionable, pilots will stop, shut down the engine and tow the airplane to the desired spot, using wing-walkers if available.
    - Taxi no faster than you can walk within the parking areas and at a safe speed on the taxiways.
    - Louisiana Tech pilots will achieve a normal taxi speed prior to attempting to exit the runway after landing. If, during runway exit, the pilot feels his/her body move sideways, feels the airplane tilt at all, or hears any sound from the wheels, then the airplane was going too fast.
    - When moving about the aircraft parking ramp and taxi lanes on foot, use extreme caution. Always assume that pilots taxiing and any ground vehicle drivers cannot see you, and act accordingly
    - Mobile device use (texting, social media messaging, etc.) which requires the user to be heads-down is prohibited.
    - During preflight inspection, pilots will visually check for obstructions near the aircraft, which could impede taxi. This check is particularly vital at night, or when the pilot has left the aircraft and returned to it.
    - Before leaving the parking spot 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
    - 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.
    - When operating on the surface at an airport for which an airport diagram exists, pilots will have the diagram open for reference. (If applicable, the aircraft's suitably zoomed MFD display suffices.)
    - Do not hesitate to request progressive taxi instructions from air traffic control (ATC) when unsure of the taxi route.
    - Turn on the rotating beacon while taxing.
    - Yield to fuel trucks and other ground vehicles

    - Taxi or TAXI/RECOG lights will be on during night ground operations; these should be turned off if holding short of a landing aircraft.
- Taxi Procedures specific to Ruston Regional (RSN)
    - To the max extent possible, Louisiana Tech pilots should utilize the south ramp exit and avoid taxiing across the FBO ramp.
    - Tech pilots will exercise extreme vigilance when taxiing. Tech flight instructors will emphasize ramp safety to their students.
    - To the maximum extent possible, avoid sharing taxi lanes with Ruston Aviation fuel trucks and line personnel.
    - **At night, the Ruston Regional ramp is dark. Aircrews will use extreme caution when conducting night ground operations.**
    - **Aircrews exiting the Tech ramp should be observant for activity around the T-hangars.**
- Parking Procedures specific to Ruston Regional (RSN)
    - As of the writing of this document, the Louisiana Tech parking ramp is undergoing major modification. The ramp immediately behind the Flight Operations building is being widened and a taxiway to a planned addition of Southside T-hangers will be added. The arrangement and numbering of the spots will change. The picture below shows the current parking spaces available and will be updated as the construction proceeds.



- The area in red is currently reserved for the exclusive use of Louisiana Tech aircraft.
- With the addition of additional T-hangers on the south side, we will have other aircraft taxiing through our ramp
- Spot 10 is currently reserved for Arrow parking between sorties to ensure a pull through spot to quicken turns during single-arrow operations
- With the exception of spots 10 and the spots immediately behind Flight Ops, the spots are first-come-first serve.
- Pilots will not attempt to taxi between two aircraft at an angle for the purpose of achieving a “pull-through” parking job. Wingtip collisions can result from such maneuvers. The diagrams below show two examples of prohibited taxi maneuvers.

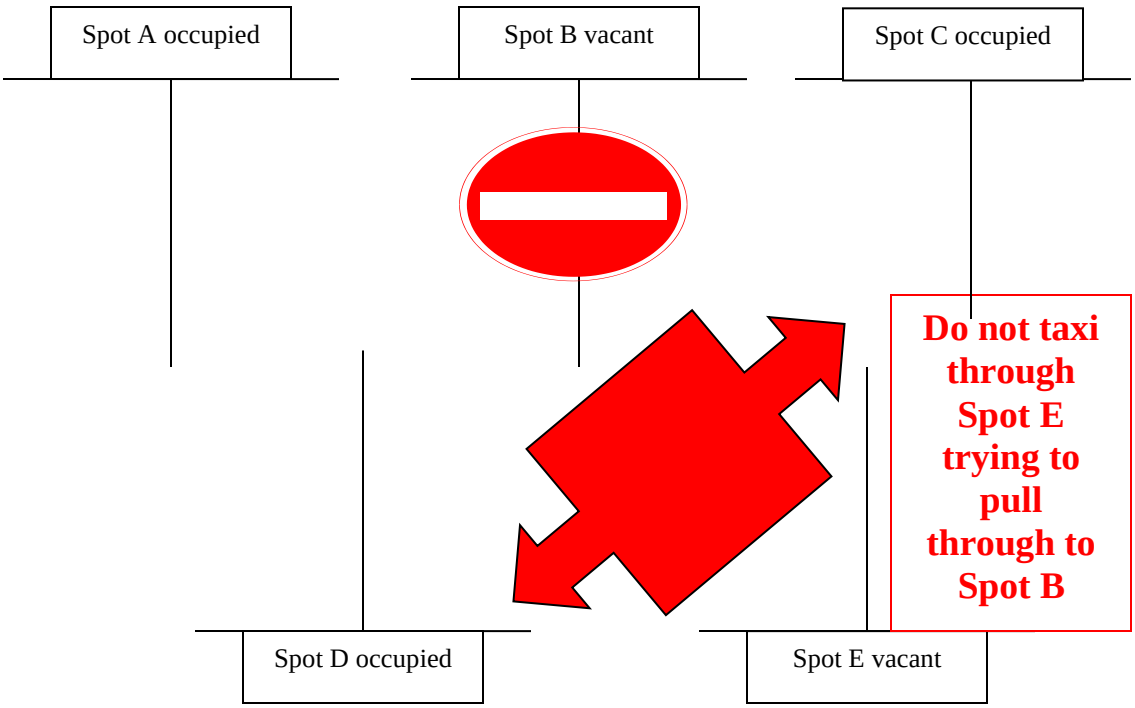
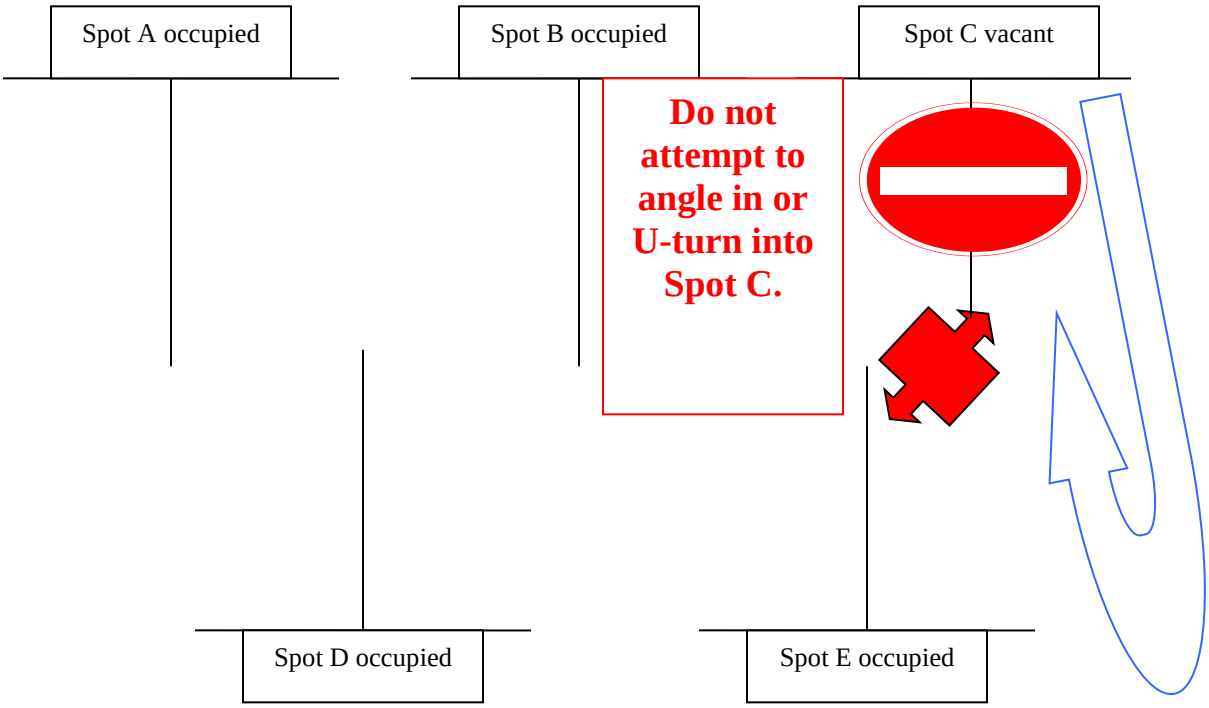


Figure 3, Parking Diagram



- With the exception of spot 10 none of the spots are pull through all of the time. The arrangement of the parking spots requires extreme vigilance concerning other aircraft. Depending on whether an aircraft is adjacent or not will determine whether an aircraft can pull directly into a spot or whether it must be backed in using a tow bar (in each aircraft).
- If an aircraft obstructs the pull through, and for all spots on the edges of the ramp, aircrews will not attempt to U-turn into spots in efforts to avoid towing it backward. Nor will pilots attempt to J-hook the aircraft in an attempt to achieve a straight pull back. Stop on the taxiway line well clear of the edge of the ramp, shut down and carefully push the aircraft backward into the spot.
- Aircraft in the spots immediately behind Flight Ops (currently spots 1, 2, 3) must be hand-tow the airplane forward and left (facing north) onto the taxi line prior to engine start. This is for safety of individuals walking in/out of Flight Ops and the windows in Flight Ops.
- Keep the aircraft on painted taxiway lines asap after pulling out of a parking spot and for as long as possible until turning into a parking spot (pull through). No shortcuts across the ramp off of the taxiway lines.
- Use the sidewalk to transit between Flight Ops and the ramp. Do <u>not</u> "proceed direct" on foot across the grass or dirt from the Flight Ops exit straight to your assigned airplane, wherever it is parked.
- The Tech ramp cannot hold the entire Tech fleet. Overflow parking is on the east side of the south ramp and at the FBO if needed. You may need to find ropes or chocks.
- Use of RSN T-hangers: If an aircraft must be put in or pulled out of a T-hanger, a CFI, Dispatcher or Ruston aviation employee must be present to supervise. Doors must be fully opened before aircraft is moved.

4. FIRE PRECAUTIONS AND PROCEDURES

- Although located outside the city limits, Ruston Regional Airport belongs to the City of Ruston. If a need for either police or firefighting arises, personnel should call City authorities (i.e. not the Lincoln Parish Sheriff.) If in doubt, call 9-1-1. Note that the dialing of '9' on Flight Ops' land line telephones is not required when calling 9-1-1.
- If a fire is detected 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 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 in Flight Ops:
    - At the north door going to the ramp
    - In the hallway leading from the AATDs to the flight planning room
    - At the south door going to the ramp, by the janitor's closet
    - At the main entrance to the building
    - On each Ruston Aviation fuel truck
    - In the maintenance hangar inside of the lobby

- In each Tech airplane between the pilot seats

EMERGENCY PHONE NUMBERS

Louisiana Tech University Flight Operations (airport):	(318) 257-5080/2
Professional Aviation Office (campus):	(318) 257-2691
Ruston Aviation (RSN FBO):	(318) 251-9098
Monroe Tower:	(318) 327-5600
Ruston Police:	911 or 255-4141
Ruston Fire Department:	911 or 255-4762
Baton Rouge Flight Standards District Office:	1-800-821-1960

Note: <u>If using a Flight Ops landline phone, dial '9' prior to the digits for local calls, and '9-1' for non-local calls. Dialing '9' prior to 911 is not required and may not work.</u>

5. REDISPATCH PROCEDURES AFTER UNPROGRAMMED LANDINGS ON/OFF AIRPORT DIVERSION OR OFF-AIRPORT LANDINGS

- Pilots who divert to an unplanned airport will contact Flight Ops for redispatch. PICs are expected to exercise good, conservative judgement on the decision to divert. Fuel calculations for the redispatch are required.
- Pilots who land at other than an airport will secure the aircraft as able. Call 911 to report the incident and secure help and contact Flight Ops or Louisiana Tech Operations Supervisor directly. Do not take off. Flight Ops will also help to arrange aircraft security and ground transportation.
- Situations that require recovery at an alternate airport or an off-airport landing site should take the following into account:
    - Nature of the emergency or irregularity
    - Airplane performance and time to diversion airports
    - Weather
    - En route terrain or obstructions
    - En route and terminal NAVAIDs
    - Number, length, width, and condition of runways
    - Pilot familiarity with the airport
    - Emergency and/or medical equipment availability

The PIC will fill out a Deviation Report if requested by the Chief Instructor following the format in Appendix 2

6. AIRCRAFT DISCREPANCIES AND APPROVAL FOR RETURN TO SERVICE DETERMINATIONS (MAINTENANCE REPORT FORMS (SQUAWK SHEETS))

- Pilots must report all problems with the aircraft in a timely manner.
- Tech Form #29, MAINTENANCE REPORT ("squawk sheet") forms are available from the dispatcher, and will be used. Use a separate sheet for each problem and turn in to the Dispatcher. Describe the problem in plain English, describing the symptoms. Do not try to diagnose it. Pilots who are unsure of how to complete a squawk sheet will ask the Dispatcher.
- If the Dispatcher determines that the aircraft is not airworthy (or is unsure) the aircraft will be grounded until an operations Supervisor or mechanic can evaluate the issue.

- If the Dispatcher determines that the aircraft may still be airworthy, he will consult with the Operations Supervisor who will make the determination to either ground the aircraft or carry the squawk as a "deferred maintenance". The Dispatcher will advise all pilots of deferred maintenance status when dispatcher the aircraft.
- Deferral of discrepancies will be accomplished only by the Operations Supervisors or qualified maintenance personnel. The deferral statement on the squawk sheet will include signature, type of certificate, certificate number, and any restrictions to operations.
- Away from home field: Private pilots (or greater) may, accomplish their own deferrals only after consultation with the Operations Supervisor. Deferrals will be in accordance with 14 CFR 91.213(d)
- Deferred maintenance will be posted at Dispatch, listing applicable restrictions
- Closed write-ups will be retained at Dispatch and are considered a part of the aircraft's permanent log. When write-ups (deferred or otherwise) are repaired or required inspections accomplished, the A&P/IA/avionics tech will include his/her signature, type of certificate, and certificate number on the form, along with listing corrective actions. The "Corrective Action" block will be annotated with either a) a statement referring the reader to the date in the applicable logbook (Airframe, Engine, Avionics,) or b) a statement of work performed. If the discrepancy cannot be duplicated, or was entered in error, the Chief Instructor or his assistant will so state in the "Corrective Action" block, and the form filed in the "Closed" binder.
- Aircraft may be restricted as follows:
    - "Grounded": Self-explanatory.
    - "Dual Only": Flight requires a Tech CFI aboard.
    - "Squawk": Item requires repair; however, all normal operations are allowed.
    - "No Solo Cross Country": CFI required for aircraft to leave local area
    - "No Night Flight": Aircraft may not be flown from sunset to sunrise.
    - "No IFR": Instrument flight rules flight prohibited.
    - "Other": Specified on the form in pen and ink.
- **INOPERATIVE AIRCRAFT ELECTRICAL SWITCHES: Pilots who observe anomalous operation of any electrical switches in an aircraft will ground that aircraft. The two main modes of failure are 1) the switch will not move in either direction, or 2) the switch moves in both directions, however, has no resistance to movement at all. Both these are considered fire hazards.**
- **LOW OIL PRESSURE ANNUNCIATION: For local sorties, pilots who observe an OIL PRESSURE annunciation with the oil pressure itself remaining in the green range will terminate training and return directly to Ruston Regional for a full stop landing. If on a cross-country, monitor the oil pressure and if it remains in the green, continue to intended destination and contact dispatch for further instructions.**
- **FLOW CHART FOR INOPERATIVE INSTRUMENTS AND EQUIPMENT: During the preflight inspection, the pilot recognizes inoperative instruments or equipment.**

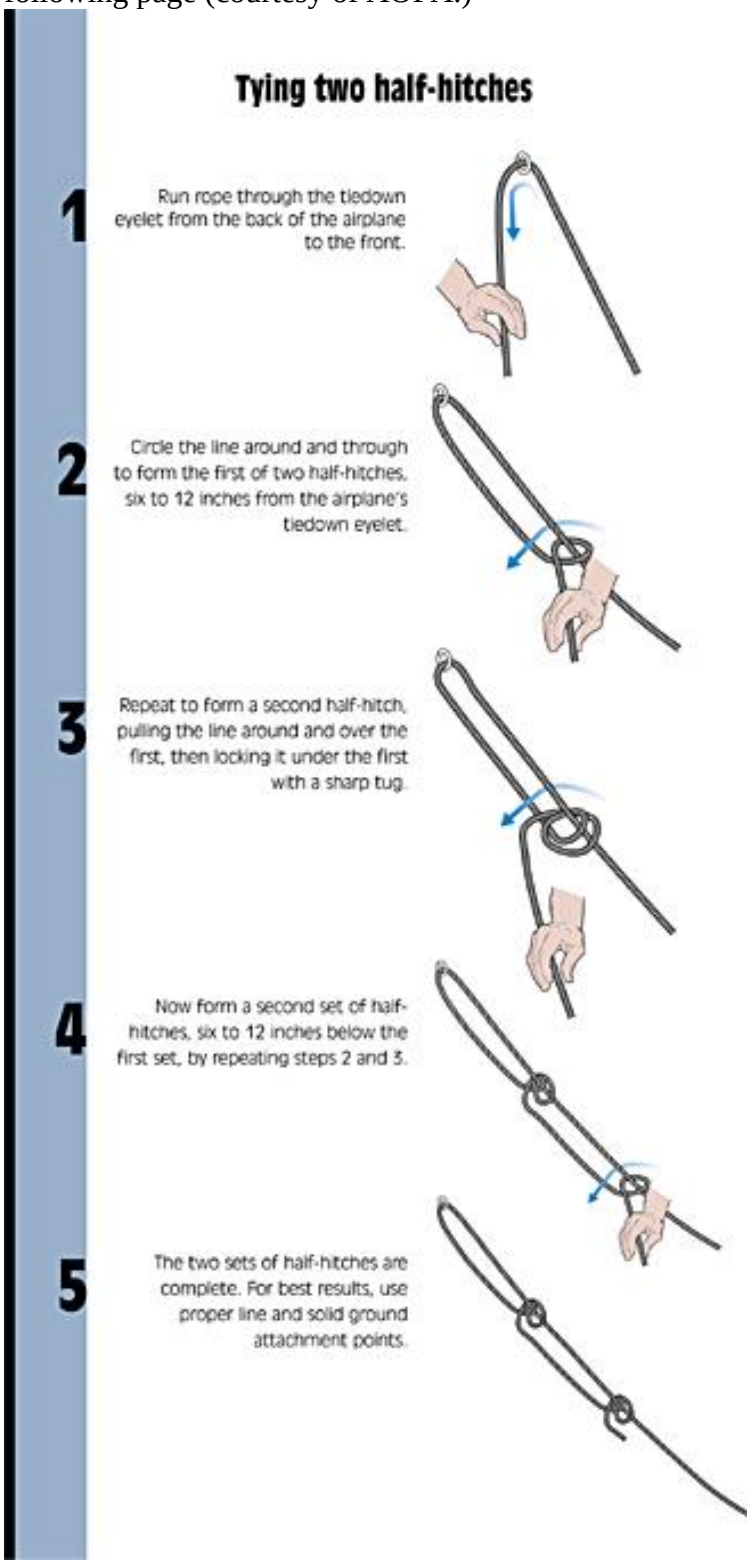
QUESTION	RESPONSE
Is the equipment required by the aircraft's equipment list or the kinds of	If YES, the aircraft is unairworthy and maintenance is required.

equipment list? [FAR 91.213(d)(2)(ii)]	
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.

7. SECURING AIRCRAFT WHEN NOT IN USE

- For C-172S Failure to accomplish the "MASTER SWITCH (ALT and BAT) – OFF" step of the *Securing Aircraft* checklist can result in a dead, damaged or destroyed aircraft battery.
- For C-172S Failure to accomplish the "STBY BATT Switch – OFF" step can result in a dead, damaged or destroyed standby battery. Current costs subject to change:
    - Recharging: $280
    - Main battery replacement: $1000
    - Standby battery replacement: $1200
- CFIs or opening dispatchers will report any dead batteries (with master switch left on or standby battery left armed) to the Chief Instructor, along with the name of the last pilot to operate that aircraft.
- Other cases, like failure to install control locks, secure aircraft, etc. will result in counseling by the Operations Supervisor or above.

When securing an airplane with ropes, Louisiana Tech University airplanes are to be tied down using two half-hitch knots. How to make such knots is detailed in the figure on the following page (courtesy of AOPA.)



8. FUEL RESERVES NECESSARY FOR LOCAL AND CROSS-COUNTRY FLIGHTS

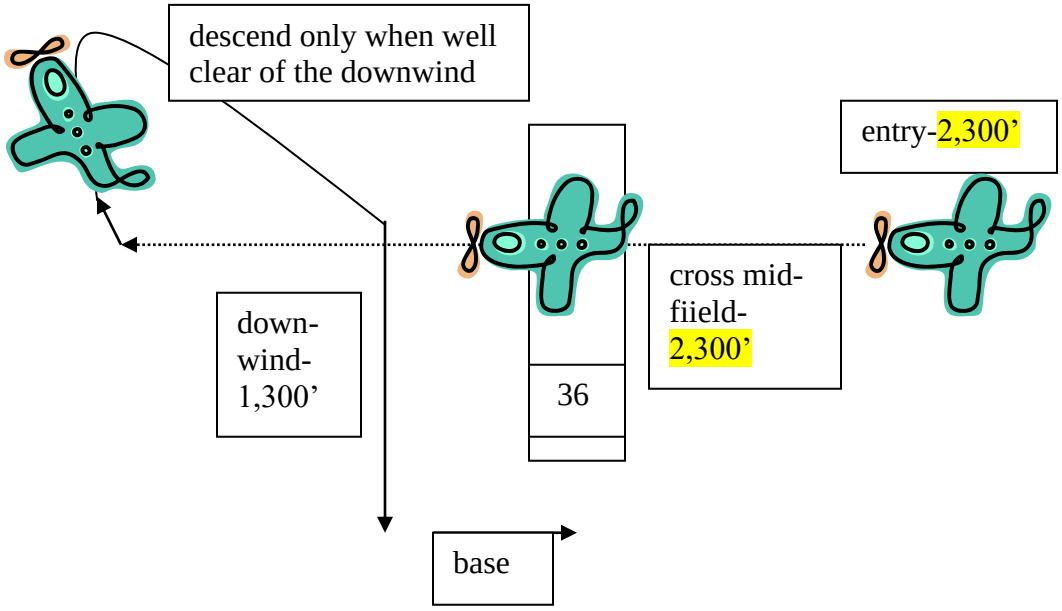
- All Louisiana Tech University training flights will be planned and flown in compliance with minimum fuel requirements:
    - Local sortie: Half tanks (both) minimum on departure.
    - VFR Cross Country: Full tanks. Flights will be planned to reach the destination with at least one hour of fuel remaining.
    - IFR Cross Country: Full Tanks. 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.

9. AVOIDANCE OF OTHER AIRCRAFT IN FLIGHT AND ON THE GROUND

- The pilot in command (PIC) is responsible for seeing and avoiding other traffic. Neither being in radar contact with ATC nor being on an instrument flight plan relieves 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.
- **General**
    - 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.
    - Strobes will be always used while airborne, unless their use creates a hazard.
    - Position lights will be used from sunset to sunrise and during low visibility.
    - 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.
    - On instrument training sorties, the CFI is first and foremost the safety pilot who must have eyes outside of the cockpit especially in VMC
- Local practice areas:
    - Use the assigned practice area, if assigned by Dispatch. However, generally areas are first-come-first serve.
    - Choose an unoccupied area if available
    - Self-announce the intended practice area.
    - If the need to share areas, deconflict by altitude, distance from RSN
    - Maintain listening watch on Unicom frequency
    - Monitor G1000 for developing conflicts
- Traffic Pattern Operations:
    - Will be conducted in accordance with the AIM and the Chart Supplement booklet.
    - Landing (night) or taxi lights/TAXI/RECOG (day) will be on for departure and when entering a traffic pattern.
    - No aircraft will be operated in formation flight without approval and pre-brief by the Chief Instructor.
- Collision Avoidance on the Ground:
    - There is never an excuse for a taxi accident. Slow speeds and vigilance by all are key.

- If encountering a ground vehicle while taxiing, the safest response is to yield the right of way

- Pre-Takeoff Checks
  - Pre-takeoff checks will be accomplished in accordance with the applicable checklist.
  - Aircraft ground checks (run-ups) will be accomplished in the designated run up areas (see appendix 3), well clear of the hold short line for the runway chosen, angled into the wind, if possible.
  - Aircraft failing an engine run-up check will normally return to the ramp via the taxiway, however if in the way of other aircraft taxiing out, the pilot may be taxied down the active runway. Clear final and announce intentions over CTAF.
  - 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.
- VFR PATTERN OPERATIONS AND ENTRY:
  - If entering the VFR traffic pattern from the side opposite the normal downwind, do the following.
  - If traffic is in the pattern: Cross the field 1000 ft above the normal pattern altitude (2300MSL at RSN) and once clear of the downwind leg, descend and maneuver to enter on a 45 degree to downwind. This will ensure clearance from both the propeller and jet pattern.



  - If pattern is empty: Pilots may cross the runway at a suitable point at pattern altitude and simply turn downwind.
  - Aircraft entering the pattern should yield to aircraft established in the pattern.
- VFR Pattern, General

- Restrictions on Union Parish (F87) and Jonesboro (F88) airports, Arcadia (5F0), and Homer (5F4)
    - Dual only for PPL students
    - If not touched down in first 1000 ft, go around.
- Landing at Arcadia and Homer will not be tested on stage checks.
- Tech crews are reminded to be flexible and cordial when dealing with transient traffic at Ruston Regional; they may not be cognizant of just how busy "our" pattern can get at times.
- Tech crews are also reminded that the generally accepted definition of "well clear" is 500' and is an absolute minimum.
- Instrument Holding and Approaches vs. VFR Pattern Ops: Tech crews accomplishing instrument approaches under VFR should announce positions with reference to distance from KRSN, not named IFR fixes.
- Crews accomplishing instrument procedures during busy VFR patterns times must clear vigilantly with both their eyes and their ears. If VFR, remember that the instrument approach aircraft does not have priority over VFR pattern traffic, and must and must coordinate their arrival into the pattern.

- **INSTRUMENT APPROACHES AT RUSTON REGIONAL AIRPORT (RSN)**
    - Instrument approaches in VFR have an increases risk of mid-air collision due to sharing the airspace with VFR aircraft, especially those in the VFR pattern. Of particular interest are "opposite direction" instrument approaches.
    - Opposite direction instrument approaches will only be conducted in VMC. If another aircraft is on takeoff leg/upwind deconflict and if necessary, yield the right of way.
    - Circling approaches also carry unique risks when accomplished into an active VFR pattern. These are frequently practiced at RSN. Pilots will plan ahead to land into the wind, and mesh with existing VFR traffic. The approach portion is likely flown opposite the direction of VFR traffic and the circling portion is typically flown below the pattern altitude. Pilots will announce their positions and intentions and work into the flow of VFR traffic. CFIs will ensure deconfliction.
    - Upon commencing the circling portion, report "low left downwind," to assist other VFR traffic in finding them.
    - Straight-in visual approaches are also a routine training need. Pilots will use vigilance, announce intentions early and often and ensure deconfliction with existing VFR traffic.
    - For <u>any</u> instrument approach into KRSN, whether flown under IFR or VFR, crews will begin monitoring CTAF not less than 10 NM out.
- Crews flying instrument approaches into KRSN will report their positions on CTAF at approximately 12, 5, and 2 NM from RSN.
    - Since the initial segments and holding patterns of the local instrument approaches lie <u>within</u> the local practice areas, CFIIs must also actively clear throughout the approach.
    - VOR/DME-A approach: The nature of this approach 90 degrees off of the normal pattern requires caution when the VFR pattern is active. CFIIs must be vigilant for a late or slow descent to the MDA especially if runway 18 is active as this will

likely conflict with the VFR pattern. If landing 36 during an active VFR pattern, they should join the left traffic flow, by crossing the runway at a suitable point to a low left downwind.

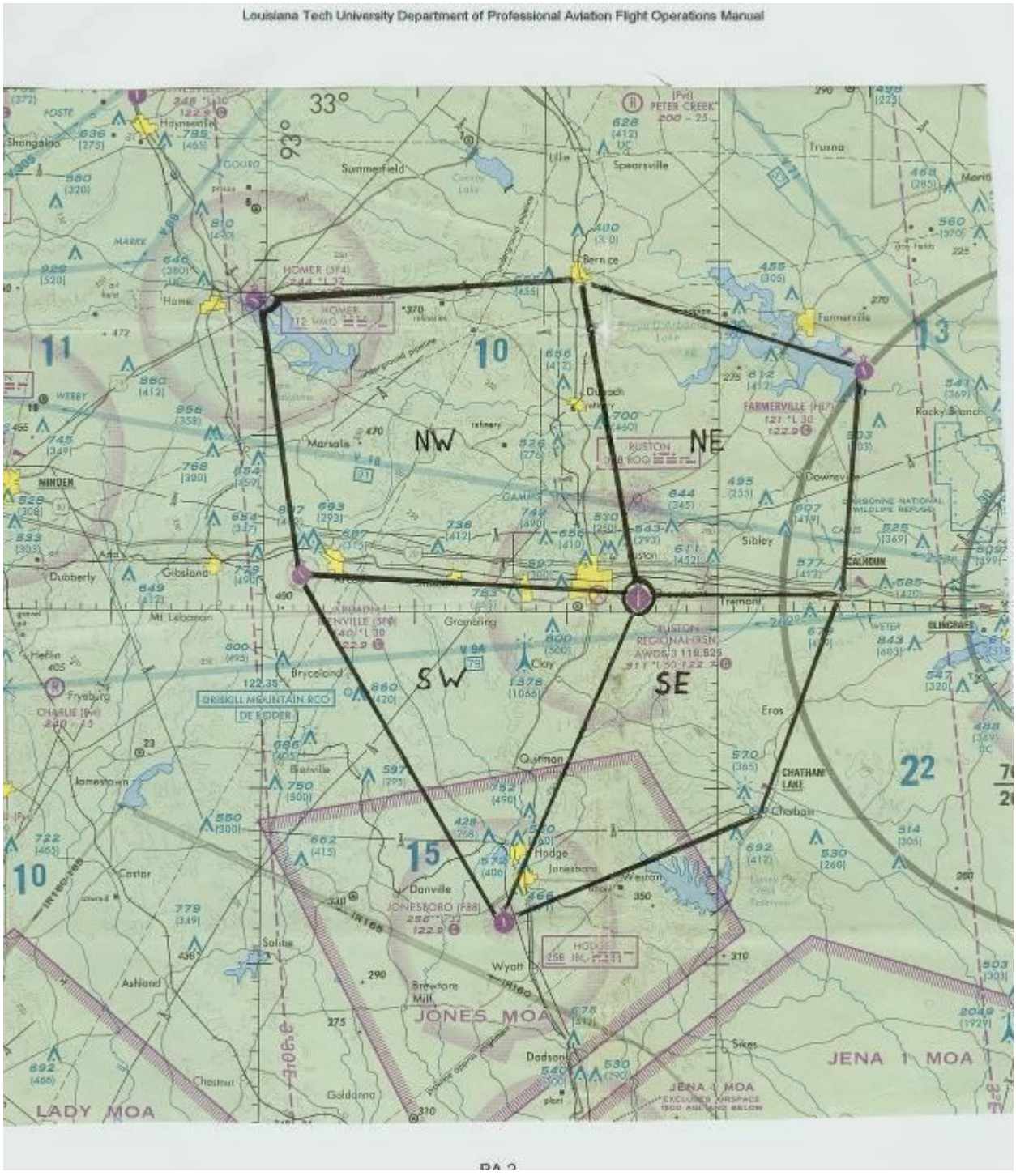
- In general, common sense and courtesy should prevail. One crew may need to extend VFR downwind to help another get a straight-in. An Instrument student may have to make a 360° turn (at a safe altitude) on final to make the spacing work out. The SOP cannot cover all the possible variations that could occur. Whatever it takes, Tech crews will assist each other.
- As a general rule, 500' is considered "well clear." Tech pilots are to be always vigilant, however they should not overreact to the occasional conflicts that are inevitable in non-towered airport operations.
- CFIIs are reminded that accidents have happened when instructors focused too much inside the cockpit. The CFII is first and foremost the safety pilot with eyes outside.
- RSN is a relatively busy airport for a non-towered field. The VFR pattern often contains higher performance aircraft including jets. Pilots must be aware of the speed differentials and differing pattern spacing with other VFR aircraft. Pay close attention to callsigns and aircraft types. Transient aircraft are especially prone to pattern anomalies.

10. MINIMUMM ALTITUDE LIMITATIONS AND SIMULATED EMERGENCY LANDING INSTRUCTIONS

- **MINIMUM ALTITUDES**
  - **The minimum altitudes specified in 14 CFR Part 91.79 will be observed.**
    - Louisiana Tech pilots will not practice the "impossible turn" type engine failure scenarios defined as a simulated engine failure on upwind leg from an airfield.
    - Engine failure scenarios may be practiced in the pattern and taken to landing under the following restrictions:
      - Must be initiated at/above 1000 AGL
      - Must be on crosswind or downwind leg
    - Practice engine failures not in the vicinity of an airport will not be initiated below 2000 AGL and will be terminated by 500 AGL.
    - Avoid the Squire Creek neighborhood at low altitude
    - CFIs 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.
    - Ground reference maneuvers shall be performed no lower than 1,000' AGL (except for Eights on Pylons,) and no nearer than one mile from any structure taller than a two-story building.

11. DESCRIPTION AND INSTRUCTIONS FOR USE OF ASSIGNED PRACTICE AREAS

- Louisiana Tech has standard practice areas established to help deconfliction 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 such that an airport on its outer boundary can be used should a diversion be necessary due to unfavorable conditions at Ruston. 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.
- See the map below for a depiction of the local training area boundaries and designated practice/divert airfields
    - 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 Ruston airport.
    - 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 Ruston airport.
    - 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.
- Practice Area Deconfliction.
    - Area selection is first-come-first serve
    - Pilots will periodically report distance from RSN, altitude, and intentions (enroute to, established, maneuvering, inbound, etc.) on CTAF/Unicom 122.7
    - Tech aircraft generally do not share practice areas, unless all four areas are occupied. In this case, pilots will deconflict verbally, preferably by altitude.
- Local Area Map



12. GENERAL FLIGHT RULES AND RESTRICTIONS

- Intersection takeoffs are prohibited at RSN
- Solo students may not perform intersection takeoffs when flying cross country
- At other airfields, with a CFI onboard, intersection takeoffs are permitted if there is good reason and at least 5000 ft of runway is available for takeoff.
- Grass field landings/take-offs require Chief Instructor approval.

- All students must avoid excessive use of brakes.
- Spins will be performed only on dual sorties and in approved aircraft flying within the utility category.
- With the exception of required spin training, 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.
- Entry and exit from aircraft will be with all engines shut down unless approved and pre-briefed by the flight instructor.

- Use of electronic devices:
  - Excluding bona fide aircraft emergencies, cellular phone use, to include text messaging, social media, music and photography, are prohibited while in motion. Note: a rated pilot (Private or greater) may use a cell phone to record aircraft malfunctions if not interfering with aircraft safety.
  - iPad, iPhone and other devices such as handheld GPS receivers may be used inflight for legitimate aviation purposes
- Pilots are expressly prohibited from affixing items, to include cameras, to the exterior of any aircraft
- Students will not utilize cameras while flying or taxiing the aircraft
- CFIs are permitted to take photos and short videos of their students under the following restrictions:
  - Above 1000 AGL
  - Not during a critical phase of flight
  - VFR
  - Not by the individual flying the aircraft
  - Prebriefed

13. MEDICAL EMERGENCIES

- Should a person require medical attention due to severe injury or sickness, Call 911 for an ambulance and give first aid until professional help arrives.

14. QUARTERLY SAFETY MEETINGS

- **The Safety Manager in conjunction with the Chief Flight Instructor will conduct meetings for the purpose of flight safety training. CFIs and dispatchers should attend. If CFIs/Dispatchers choose not to attend they will be required to take the FAA's online safety training each quarter and accomplish 15 online safety training modules.**
- **All flight students are required to attend. Personnel missing these meetings are grounded until they accomplish 15 online safety training modules, provided by the FAA and AOPA (five each, plus five more from either source.) The certificates indicating course completion must be turned into the Administrative Coordinator at Davison Hall.**
- **Departmental safety meetings may be 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.**

15. HAZARD REPORTING

- Personnel observing a safety hazard related to flight operations will report it to the Chief Instructor immediately. Alternatively, hazards may be reported on the Aviation Hazard Reporting Form, located at https://secure.latech.edu/aviation/hazard-report-form.php . This report may be made anonymously if desired.
- Non inclusive list of possible safety hazards:
    - Anything that adversely affect the flight control or handling characteristics of the aircraft.
    - An un-commanded loss of engine power.
    - Smoke or fire in an aircraft.
    - When an emergency is declared.
    - Any aircraft or property damage.
    - Any off-runway/taxiway
    - The flight crew becomes lost.
    - An unsafe landing gear indication occurs or the gear fails to extend or retract normally.
    - Exceeding the operating limitations of the aircraft.
    - Loss of braking.
    - Landing with less than legal reserve fuel remaining.
    - Communications or navigation system failure.
    - Near miss, ATC incident, or significant wake turbulence encounter.
    - Drug use by a crewmember.
    - Bird or other wildlife strike.
    - Foreign object damage (FOD)
    - Any event which may provide useful information to enhance the safety program.
    - Deliberate violation of rules, procedures or flight safety standards

16. FLIGHT DEVIATION REPORT PROCEDURES

- All pilots will operate aircraft in accordance the POH. In the event of an unintended maneuver that exceeds limitations, if damage to the aircraft is possible, the pilot will land and seek further guidance from the Operations supervisor. A report may be required.
- **For events such as airspace incursions, ATC deviations, (i.e. no issues with the aircraft airworthiness), note the circumstances and expect to fill out a report**
- **Policy and Procedures for Filing a Deviation Written Report**
- **Report the incident in a timely manner to the Chief Instructor or operations supervisor. The aircraft will be grounded for inspection if needed.**
- **Pilot may be required to submit a written report using the format in Appendix 2**
- 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 the FAA Flight Standards District Office in Baton Rouge.

- **Ethics: It is better to self-report than to wait and see if you got away with it. Pilots are trained to follow rules, however, mistakes will happen and some deviations are probable. When deviations are reported, ahead of time, the Chief Instructor is in a position to head off a potential formal "Violation" through proactive measures and coordination.**

17. SOLO STUDENT PILOT CALLSIGN

- Local Pattern: Solo Student Pilots will add the term "Solo" to the end of their call sign. The purpose of this is to draw the attention of other pilots sharing the pattern.
- Solo cross-country flight: Student Pilots use the AIM-recommended "Student Pilot" following their call sign.

18. CROSSWIND TRAINING SIMULATOR AND DUAL RIDES

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

19. CROSSWIND CALCULATIONS RULE-OF-THUMB

- It is essential to know the crosswind component
- If unable to consult a graphical or other source, the following estimation tool is useful
    - Current wind is <20° off runway heading. Crosswind is negligible unless the total wind is very strong (>20 knots,).
    - Wind approximately 30° off: half the wind speed is crosswind component.
    - Wind 45° off: two-thirds of wind speed is crosswind component.
    - Wind 60° or more off: all the wind may be considered crosswind.

20. SPIN BRIEFING

- Prior to flying any spin training flight, CFIs will conduct a detailed review of the spin procedures found in the AMPLIFIED PROCEDURES portion of Section 4 of the *Cessna 172 Information Manual.*
- During any TCO unit oral that covers spin characteristics, CFIs will conduct a detailed review of the spin procedures found in the AMPLIFIED PROCEDURES portion of Section 4 of the *Cessna 172 Information Manual.*

21. OPERATIONS IN RETRACTABLE LANDING GEAR AIRCRAFT

- The transition to aircraft with retractable landing gear is an especially risky time for a gear-up landing.
- For a VFR pattern, the landing gear will be lowered on downwind IAW Approach and Landing checklist.

- For a straight in approach the gear will be lowered NLT established on base or 3 NM for a straight in.
- While the gear is in transit, the hand of the pilot flying will remain on the gear handle until a down indication is observed, at which time the pilot will state, over intercom, "gear down." Which will be confirmed by the pilot not flying, if present.
- From this point on the radio calls for base and final will include "gear down". This verbal confirmation includes the implication to check for "three green" gear indications and a confirmation of flaps desired.
- At towered airports, this call should be made to the tower upon being cleared to land or prior to reaching the threshold.
- For instrument approaches, three gear checks will be accomplished—at the FAF, at 1,000 AGL, and at MDA/DA, and with the field in sight and cleared to land (or simulated). At least one gear down radio call is required prior to reaching the threshold.
- Power off 180: To preclude pilots becoming accustomed to the gear horn, pilots will accomplish power-off accuracy approaches and steep spirals with the gear down.
- Steep Spiral: If planning to land from a steep spiral, the gear must also be lowered for the entire maneuver. Note that three complete turns in a steep spiral with the landing gear extended requires substantial altitude.
- Absent Chief Instructor permission, Louisiana Tech retractable landing gear airplanes require two pilots.

22. LINE UP AND WAIT/LAHSO GUIDANCE

- Louisiana Tech pilots are prohibited from participating in LAHSO and will "decline" it if asked.
- At non-towered airports Louisiana Tech pilots are:
    - Prohibited, from entering an occupied runway and waiting for it to become clear.
    - Prohibited from landing on a runway that is occupied.

SECTION 3: AIRCRAFT SERVICING

1. AUTHORIZED TYPE OF FUEL

- 100LL is the only fuel authorized for use in Louisiana Tech aircraft. Do not use any other type. 100LL is blue in color.

2. SERVICING AT RUSTON REGIONAL AIRPORT

- These procedures do not apply when flying a designated spin aircraft.
- Ruston Aviation is contracted to service Louisiana Tech aircraft. They will refuel the entire fleet in the morning before the first flight or in the evening after the last flight.
- The phone number for refuel is 318-251-9098. Pilots should have this number saved in their phone
- When an aircraft has flown its last sortie for the day, the Dispatcher will call Ruston Aviation to have it refueled.
- For local sorties, it is the responsibility of the pilot to report if the aircraft requires fuel for the next go. If an aircraft is below half tanks, notify Dispatch after clearing the runway. Dispatch will call for the fuel truck
- If you step to an airplane and find that it requires fuel, advise Ruston Aviation of the tail number. The truck will come to the airplane.
- Take the following precautions when refueling:
    - Chock or tie down the aircraft.
    - Ensure master and ignition switches are off.
    - After refueling, ensure that fuel caps have been properly secured.
    - Sump the fuel tanks after the aircraft has been serviced.
    - Confirm that the amount of fuel shown on the invoice is correct by noting the meter on the truck.

3. SERVICING AT OTHER AIRPORTS

- Observe the precautions noted above and personally supervise the fueling to make sure that the aircraft is being serviced with 100 LL AVGAS (blue color)
- Verify that pump meters are "zeroed" before fueling starts, and verify the number of gallons delivered
- Once complete, verify fuel level visually and on the fuel gauges.
- For self-serve refueling, in addition to the normal procedures:
    - Use extreme caution of wingtip clearance with the fuel pump.
    - Ensure the aircraft is grounded
    - Set the parking brake and if available chock the aircraft.
- Tax Exempt Form: Louisiana Tech does not pay sales tax within the State of Louisiana. Each aircraft clipboard has a tax-exempt form in a plastic sleeve. Pilots will present this form to the fuel vendor and ensure that sales tax is not charged. Dispatchers will account for the certificates.

4. FUEL EXPENSE AND REIMBURSEMENTS

- Each aircraft is assigned a fuel card (Multi-Service Aviation fleet fuel card) for fuel and oil. The tail number is on the card. If the fuel vendor accepts the card,

then the card will be used. Although the card is widely accepted, cross-country crews must still carry cash or personal credit cards as a backup.

- The dispatcher will issue the card to cross-country aircrews. Issue and return of the card will be annotated on the flight release form and in Talon/ETA.
- Upon return from cross-country, fuel receipts must be attached to Tach sheets, regardless of payment method. This is absolutely vital. Note that the fuel service order is not the receipt.
- Never use the fuel card for any purpose other than aircraft servicing. The card is government property and misuse will result in job/education termination, and probable prosecution. Aircraft clipboards have a plastic pocket for temporary stowage of the card during flight.
- If a pilot must purchase fuel with a personal credit card or cash, they will be reimbursed. Attach the receipt to the Tach sheet and see the Admin Coordinator to fill out the Fuel Reimbursement form. The reason must be noted on the form. Reimbursement will be by check.

5. FUEL RECEIPT LOST OR FORGOTTEN

- If a receipt is lost, the PIC (CFI for dual flight) must get a copy within 24 hours by contacting the FBO to obtain a duplicate and personally delivering it to the Flight Ops Administrative Coordinator. It may be emailed to the individual or to the Dispatcher inbox LATECHDISPATCH@GMAIL.COM .

6. SERVICING AIRCRAFT WITH OIL

- The minimum oil level that Tech Skyhawks will be flown with is six quarts
- The minimum oil level for the Arrows is five quarts
- CFIs will instruct students on the proper oil servicing procedures. Ensure that the oil conforms to the "approved oils" listed in the AFM. Check the MIL SPEC numbers on the oil container.
- If the aircraft is at the minimum level, it is good to go.
- If the aircraft is below the minimum level, add oil in full quarts until it is above the minimum. Do not add a partial quarts.
- Dispatchers will pre-brief aircrews, if mineral oil is required in a particular aircraft.
- Use care to not cross-thread or over-tighten the dipstick. Finger tight is sufficient. There is little danger of the dipstick vibrating loose. Over-tightening of dipsticks is a chronic problem.

7. AIRCRAFT SERVICING KITS

- Dispatchers will inventory the kits at the beginning of each day
- Pilots are to take the kit assigned to the aircraft on all sorties and will ensure that it is tied down with the bungee cord in the aircraft
- Pilots are to keep the kits clean, remove all trash and ensure they are replenished if used.
- Each toolbox shall contain the following:
    - Two quarts oil
    - Windscreen cleaner

- Screen wipes for the electronic displays.
- One plastic fuel level measuring tube. ("Fuel straw"—Skyhawks only.) This device will be used any time the fuel in the tank is below the fuel filler tab (17.5 gallons usable fuel.) **Note:** The tube is calibrated only for use with Skyhawks.
- One tire gauge. (Skyhawks only.) At home station, maintenance will service the tires. Away from home station, if the need arises for the pilot to service the tires, consult the AFM for the correct tire pressure. Be cautious not to overfill. Small airplane tires fill up quickly.
- Most of our aircraft require hub cap removal. If checking the air pressure in the main gear a Phillips-head screwdriver is required (not in the kit)
- One funnel for oil replenishing.
- One rag clean enough to properly clean a windscreen.
- Blue paper shop towels for oil checking.
- The bungee cord for securing the box in the aircraft (Skyhawks) is part of the aircraft equipment and will be left in the aircraft.

8. AIRCRAFT DEICING

- Aircraft may be de-iced using a solution of 2/3 isopropyl alcohol and 1/3 water. The alcohol and a sprayer are stored in the dispatch closet. This is only effective against a light frost. In the case of actual snow or ice adhering to the aircraft, the alcohol solution will not work and will not be attempted.
- Precautions: Alcohol is flammable. Avoid getting alcohol on your person. Avoid getting alcohol on Plexiglas windscreens or instrument panel.
- Pilots having a wintertime requirement to depart Ruston cross-country prior to 8 AM should advise the dispatcher the afternoon prior. The dispatcher will coordinate with Ruston Aviation to hangar the aircraft if able.

9. AIRCRAFT PRE-HEATING

- Flight Operations possesses a heater suitable for pre-heating airplane engines. Only Tech employees may operate the heater. Directions for its use are stored at the dispatch counter.

SECTION 4: EMERGENCY PROCEDURES

1. EMERGENCY AUTHORITY OF THE PILOT IN COMMAND (PIC)

- Do not be shy about declaring an emergency if the situation warrants it. Even if the situation seems minor at the time, it is much better to declare an emergency, receive the attention and help needed, take the priority needed and land safely than to allow a situation to worsen.
- Do not be shy about using the emergency frequency, 121.5 if needed.
- A safety of flight condition should not be allowed to become an imminent danger before the PIC or CFI declares an emergency. If it is believed, after analysis 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 is deemed necessary.
- In all emergency situations, the following general rules apply:
    - Maintain aircraft control
        - Fly the airplane first and do not allow an overconcentration on the gauges compromise basic aircraft control. If dual the CFI will clearly identify the Pilot Flying and Pilot Monitoring.
    - Analyze the situation
        - Take all factors into consideration taking care not to focus on one factor only. PIC must quickly consider the indications, symptoms, sights, sounds, smells of the problem, consider a gauge malfunction, consider altitude, airspeed, weather, distance to an airfield. Take everything into account.
    - Take proper action
        - Make a decision and stick with it. This could be a divert, off airfield landing, immediate action item/Boldface application, reference to the checklist or POH.
    - Land as soon as practical
        - Not necessarily as soon as possible. It may be better to stay airborne and sort out the problem that to rush a landing. It may be better to talk to the dispatcher or Operations Supervisor. It may be better to land on a longer or wider runway than to land at the nearest short, thin runway

2. NOTIFICATION OF AN EMERGENCY

- The saying goes…Aircraft fly by "Bernoulli and not by Marconi". Bernoulli was the father of modern aerodynamics and Marconi invented the radio. The point is this…In an emergency, the pilot must fly the airplane first and foremost and deal with the problem. The pilot should not be in hurry to talk on the radio and certainly not at the expense of aircraft control or efforts to deal with the problem. Even in the busiest of airspace and/or radio traffic, telling ATC "I am declaring an emergency…standby" may be warranted.
- Actions taken in an emergency do not require ATC clearance. However, it is essential that ATC be advised of the pilot's actions, intentions, needs **AFTER** aircraft control is assured, the situation analyzed and a plan formed. ATC can then do their part to provide information, vectors, priority, notify emergency services, etc.

- For local sorties, Tech Flight Ops can provide help when needed. Copies of Louisiana Tech aircraft checklists and POHs are maintained at dispatch and the dispatcher can help with sorting out the emergency.

3. PROCEDURE IF A SINGLE LANDING GEAR FAILS TO INDICATE SAFE ON THE PA-28R

- Louisiana Tech has experienced at least two instances of the PA-28R Arrow's gear indicating system malfunctioning. A switch was involved, and the crew observed two (of three) lights showing safe/green, with the red gear warning light remaining illuminated. In those cases, the gear was indeed down and locked. Crews observing this malfunction will strive to have the underside of the aircraft viewed by a ground observer prior to landing. The aircraft should be landed at a towered airfield, with ARFF services.

4. ACCIDENT NOTIFICATION PROCEDURES

- If a Louisiana Tech aircraft is involved in an incident/accident, use the following procedures as a guide. Pilots will review 49 CFR 830 for applicable definitions that relate to aircraft accidents.
    - Aircraft Dispatcher: The First Responder.
        - Notify the Operations Supervisor and Chief Instructor.
        - If the notification comes by phone, record the following information:
            - Name, location, and telephone number of contact.
            - Best estimate of the situation.
            - Keep the caller on the telephone
            - Ask if local emergency response (911 call) has been made. If not, do so providing the information and location of the accident
        - Do not spread information outside of the airport emergency services or Flight Ops/University chain of command.
        - Do not speculate about what happened or respond to media inquiries.
        - The dispatcher will refer all inquiries of the incident/accident to the Chief/Asst Chief Instructor. The dispatcher may be required to serve as an assistant during the situation.
    - Operations Supervisor/Chief/Asst Chief Flight Instructor:
        - Notify the Director of the School of Aviation
        - Gather the pilot and CFI training folders, and aircraft maintenance records
        - If inquiries are received, log the name, telephone number, and address of each person and request the reason for their inquiry. 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 can respond to the call when time permits.
        - Coordinate with authorities for search and rescue efforts.
        - Notification of the FAA and NTSB will be made according to FAR.

- Ensure all parties cooperate fully with an NTSB investigation if needed
- The Chief Instructor will conduct an internal investigation to inform our training and procedures

SECTION 5: STANDARDIZATION

1. POSITIVE EXCHANGE OF FLIGHT CONTROLS (Reference AC 61-115)

- Although it seems obvious, an occasional cause of accidents is confusion over who is flying the aircraft. The nature of flight training involves demonstration and intervention which require numerous exchanges of the flight controls, some planned, some not. This exchange must be done correctly to prevent two people from fighting against the inputs of the other, or even worse, to have no one flying the aircraft. There should never be any doubt as to who is flying the airplane.
- A required briefing item on all dual flights is the procedure for the exchange of flight controls. The CFI must remain vigilant, guard the controls and be ready to intervene.
- The CFI will intervene when necessary by taking the controls and saying "I have the flight controls". The student will immediately release the controls, say "you have the flight controls" and confirm that the CFI is in fact on the controls.
- For a planned and discussed change of controls the process is as follows:
  - CFI says: "You have the flight controls"
  - Student says: "I have the flight controls"
  - CFI repeats: "You have the flight controls", shows his hands and confirms that the student is flying the aircraft
  - This exchange can also happen from student to CFI
  - Students freezing on the controls has resulted in accidents. If a student should ever fail to relinquish the flight controls upon command, this is to be reported to the Chief Instructor who will counsel the student. If the behavior recurs, the student will be removed from the flight program.

2. OBJECTS ON THE GLARE SHIELD

- To preclude irreparable damage to the insides of aircraft windscreens, pilots will refrain from placing objects on the glare shield atop the instrument panel. The sole exception to this rule is that the aircraft key should be placed atop the instrument panel prior to engine start.

3. FUEL SUMPING

- Fuel tanks will be sumped before every flight and after every refueling.
- Uncontaminated fuel is returned to the tank.

4. TAKEOFFS AND LANDINGS

- Except in an emergency, no aircraft will be landed at any area other than the public airports listed in the FAA Chart Supplement, 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): All solo go-arounds will be maintain runway heading/Runway ground track until reaching departure end and at least 700 ft AGL before turning crosswind.**

5. GROUND HANDLING OF AIRCRAFT

- Aircraft are a limited, fragile, expensive resource. All Louisiana Tech aircraft are equipped with tow bars for use in moving aircraft on the ground. Aircraft can be pushed or pulled with the towbar. Another person can help by pushing on the wing struts. No pressure should be applied to any other part of the aircraft.

6. POSTFLIGHT INSPECTION

- Install flight control lock, pitot tube cover (Skyhawks only,) and air inlet plugs
- Tie down or chock the aircraft
- Lock the doors and baggage compartment
- Remove all trash. Of particular concern are used batteries which can leak corrosive chemicals and are small enough to find their way into flight control pathways.
- Call for fuel if appropriate
- Check aircraft tires for cords showing
- At RSN, return the aircraft clipboard, tach sheet and keys to dispatch. Return servicing kit to the storage closet (after replenishing it for anything used)

7. USE OF AIRCRAFT LIGHTS

- Rotating beacon on whenever an engine is running, or about to be started. The beacon switch should remain in the "on" position at all times including after shutdown to ensure this
- Navigation lights are operated in accordance with 14 CFR 91.209.
- Strobe lights should not be illuminated during taxi.
- Rotating beacon and strobes may be turned off in IMC.
- Extinguish landing lights when stationary.
- At night, when entering a runway for takeoff or taxiing into position and holding for takeoff, illuminate all prior lights.
- During the Before Taxi check, turn on the TAXI/RECOG lights in lieu of the landing light during daytime flight operations.
- If the landing light is utilized for takeoff, turn it off during the Climb check.
- Strobes will not be operated on the ground. Strobes will be on in flight unless safety of flight dictates otherwise (i.e. strobes disrupting pilot's vision in night/IMC); strobes are not "optional."

8. USE OF CHECKLISTS

- An approved checklist is required on all flights. Use of checklist is mandatory. The Tech checklists for the C-172S, PA-28 Arrow meets the definition of approved. The Seminole and C172R have checklists that remain in the aircraft.
- In time-critical phases of flight, if operating from memory, the pilot will verbally state checklist items and verify item completion when able. CFIs or secondary pilots will acknowledge and confirm completion of checklist items.
- Checklist are available for sale at Flight Ops. Each pilot is required to purchase a copy.

- The checklists include the approach briefing. Pilots are intended to brief applicable items only.

9. AIRPORT SELECTION – PPL SOLO

CITY	IDENTIFICATION	AIRSPACE	NOTES
Alexandria, LA	AEX	D	
Camden, AR	CDH	E	
Shreveport, LA	SHV, DTN	C	
Jackson, MS	HKS	C	
Little Rock, AR	LIT	C	
Longview, TX	GGG	D	
Texarkana, AR	TXK	D	
Natchez, MS	HEZ	E	
Vicksburg, MS	VKS	E	
Monticello, AR	LLQ	E	
Hot Springs, AR	HOT	E	
Pine Bluff, AR	PBF	E	
Natchitoches, LA	IER	E	DO NOT USE RNY 7/25
Magnolia, AR	AGO	E	
Greenville, MS	GLH	D	

ALL OTHERS REQUIRE CHIEF INSTRUCTOR APPROVAL

10. AIRPORT SELECTION – COMMERCIAL AND INSTRUMENT:

- Airports should be selected based distance from Ruston, the availability of instrument approach procedures, range of the aircraft, and availability of fuel. The Chief Instructor must approve destinations beyond 300 miles from Ruston.

11. MINIMUM AIRFIELD REQUIEMENTS (ALL STAGES)

- Paved runway
- Public airfield
- Minimum of 3000 ft useable field length
- Minimum of 75 ft width
- Appropriate lighting for use at night

12. PROHIBITED AIRFIELDS:

- Branson West-Emerson Field (FWB) (dual only with a CFI)
- Esler Field (Alexandria, ESF) requires Chief Instructor permission.
- Jackson-Medgar Wiley Evers International Airport (JAN) (exorbitant ramp and security fees)
- All island destinations
- Grass airfields require Chief instructor approval

13. MANUAL FLIGHT PLANNING

- Private Pilot Students will accomplish their cross-country navigation logs manually, using pen-and-paper log forms, flight manual climb and cruise

performance data, forecast winds aloft, and mechanical/electronic E6-B computers.

- Student Pilots will plot their routes on paper sectional charts. This will require ordering the chart(s) in advance, as Ruston Aviation does not carry sectional charts.

14. RULES FOR IN-FLIGHT IPAD USE

- During the PPL TCO:
  - For cross countries, PPL student pilots are not authorized to use computerized flight planning, or GPS-equipped iPads for navigation. This is to ensure proficiency in manual flight planning, pilotage, dead reckoning, NAVAID and G1000 use. iPads may be used for function unrelated to navigation.
  - For solo cross countries, PPL student pilots may use an iPads only for situational awareness
- Instrument, Commercial and CFI training:
  - Pilots may use iPads, computerized flight planning or tablet PCs as desired, for both flight planning and in the cockpit.

15. LOGGING OF PIC TIME

- Every sortie flown will have one pilot in command designated as defined in 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. 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. Private pilots are allowed to log PIC while on an IFR flight plan or in IMC, when receiving instrument instruction. 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.

16. 8710/IACRA RECORD OF PILOT TIME

- Use a blank column in the logbook to log simulated instrument time in training devices. Then transfer the time as needed into the IACRA 8710 grid, in the ATD Instrument block. The figure used in the Instrument block in the Airplanes row of the 8710 would then simply be the total of the applicant's logged Actual Instrument and Simulated Instrument times, which were logged (only) in an airplane.

17. STABILIZED APPROACH CRITERIA

- A stabilized approach is desirable, and is described in the *Airplane Flying Handbook*, Chapter 8. The concept of a stabilized approach is to have the aircraft on speed, on altitude and with the proper configuration by an appropriate

standardized point prior to landing to ensure safety. It is dependent on the aircraft type.

- For instrument approaches:
  - For the Skyhawk, ILS/LPV approaches (beginning at glideslope intercept) and non-precision approaches (beginning at the final approach fix) will be flown at 80 KIAS maximum with 10° flaps (Skyhawk) and 80-90 KIAS and 10° flaps and gear down (Arrow).
  - On final past/upon breaking out of the real or simulated weather establish the desired final configuration and final approach airspeed
  - Failure to achieve final approach configuration, airspeed and a normal glidepath by one-half SM requires execution of a go-around.
- For VFR patterns
  - The final configuration and airspeed will be achieved NLT than 100'AGL otherwise a go-around will be accomplished.

18. MISSED APPROACH TRAINING

- The DA/MDA/MAP are a required briefing items on all instrument approaches
- Upon reaching the DA/MDA/MAP, the student will so state.
- For training purposes in VMC, the instructor will either remain silent or will clearly state an appropriate condition such as "broken out of the weather", "runway in sight" or "runway not in sight"
- At the DA or MAP, silence equals still in IMC and/or runway not in sight and the need to initiate a missed approach.
- "Broken out of the weather" and/or "Runway in sight" indicates to the student the need to immediately doff the view-limiting device and continue the approach with the intention of landing the aircraft.
- Non precision approaches are a little more complex. Upon reaching the MDA, the call "broken out of the weather however runway not in sight" means that the pilot may still proceed toward the MAP at/above the MDA in hopes of gaining sight of the runway. Assuming the "runway in sight" call does occur, the student must still judge whether or not they are in a position to land.
- Instructors will thoroughly brief touch and go procedures, if applicable.
- The student will brief the missed approach procedure or climb out instructions.
- If missed approach procedure training is desired, the CFI should make that request with ATC to preclude confusion between climb out instructions and the missed approach procedure. If issued, climb out instructions supersede the missed approach procedure. However, climb out 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 climb out instructions were issued, pilots will initiate the published missed approach procedure and immediately advise ATC.
- If executing climb out instructions the pilot will not state "going missed approach" The proper call is "executing climb out instructions."
- When accomplishing AATD/FTD instrument training, instructors are encouraged to have the student fly the published missed approach procedure.

19. NEW INSTRUCTOR CONTINUATION TRAINING

- Generally speaking this will not be required for CFIs hired from the Louisiana Tech PRAV program
- **If directed by the Chief Instructor, CFIs will accomplish local area and local procedure training, under supervision, within 90 days after their initial proficiency checks. The training regimen will be outlined by the Chief Instructor and may include the following:**
    - Typical Private pilot training flight to include airwork and three landings.
    - Typical Commercial pilot training flight to include airwork and three landings, to be accomplished in a retractable gear airplane.
    - If an instructor is Instrument rated after initial hire, the instructor will accomplish (again, within 90 days) an Instrument profile in the Frasca Mentor, to include unusual attitudes and two approaches.
    - The purpose of these continuation sorties is new CFI proficiency and review of common student errors. There is no minimum duration for these sorties.
    - 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.
    - In conjunction with this, that same supervisor/check instructor should be scheduled for a stage check with a student of the new instructor. Subsequent to this, the check instructor will debrief the new CFI on their student's performance.
    - Document this training on manual grade sheets and provide the grade sheet to the Chief Instructor for inclusion in the CFI's folder.

20. ACCOUNTABILITY - VFR CROSS-COUNTRY FLIGHTS

- Cross-country sorties under VFR will be accounted for in one of two ways or both.
    - By the Louisiana Tech 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.
    - By VFR Flight Plan: If departing or returning outside of dispatch hours, or under any circumstances where a Louisiana Tech Dispatcher will not be on duty, The crew must file, open and close an official FAA VFR flight plan for each leg of the cross country. Pilots will include their person cell numbers on the flight plan to enable FSS to call them directly if the flight plan is not closed properly.
    - ATC VFR radar flight following does not fulfill this requirement.
    - 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 no dispatcher on duty, then file a VFR flight plan.

21. 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 (unless a NAVAID is used,) however 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/POH) on this line. After takeoff, the pilot should turn to the planned heading as soon as feasible, however 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 showing it on a line on the nav log. On the nav log, the first three lines should read:
    - Departure airport to TOC; time and fuel from AFM/POH
    - TOC to SHP; time three minutes and fuel 0.4 gallons
    - SHP to first navigation checkpoint, applicable cruise time and fuel
    - 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

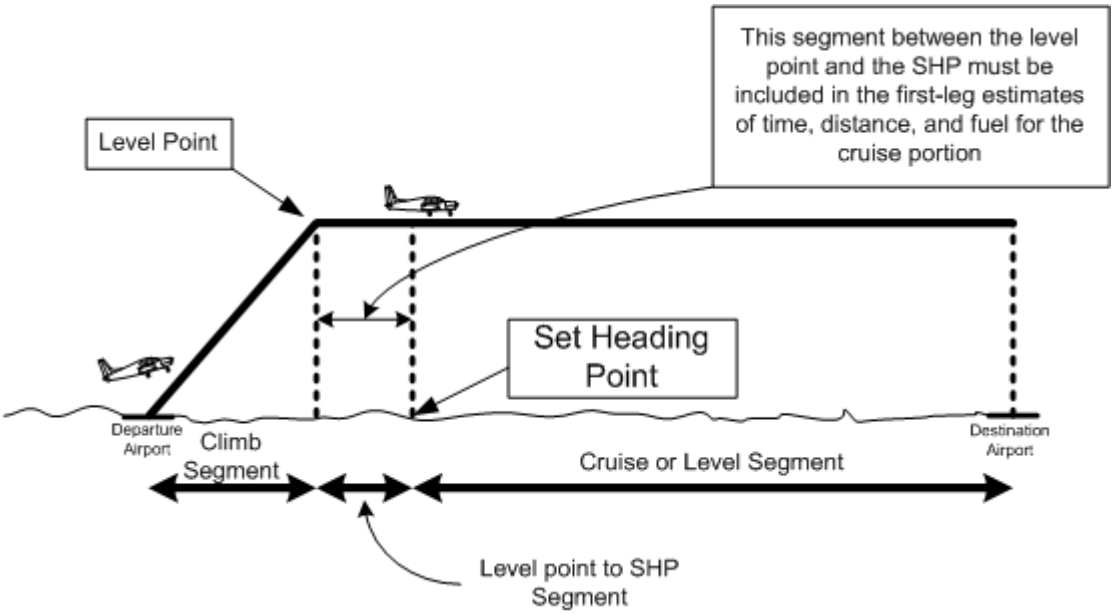


Figure 1, Level Point.

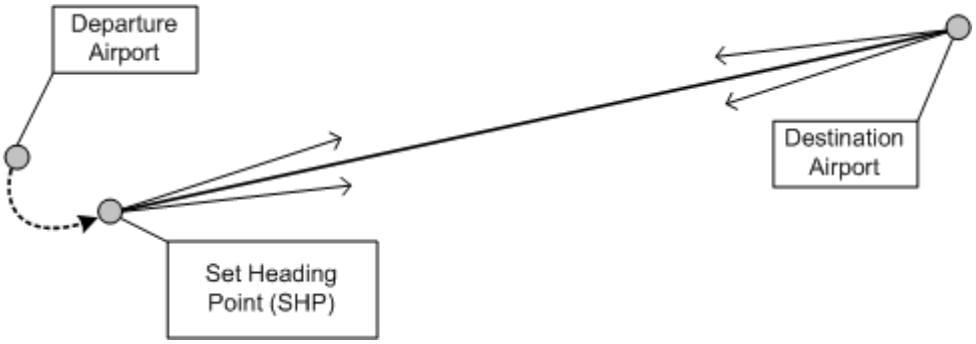


Figure 2, Set Heading Point

22. STANDARD VFR PATTERN RADIO CALLS

- The following are the desired radio calls when operating VFR at Ruston Regional. Most of these calls will work at most non-towered airports.
    - Radio check with the dispatcher or the FBO, if available.
    - Initial taxi to the active runway.
    - Taking the active for departure. Add "remaining in the pattern" if needed to inform other traffic.
    - Established in the practice area, if applicable.
    - Five miles out, with cardinal direction, during arrival.
    - Downwind.
    - Base.
    - Final. Add "full stop, "touch and go", "stop and go" if applicable.

    - Clear of the active runway
- Optional radio calls used only if it affects others in the pattern or a conflict is possible.
    - Crosswind.
    - Departing the pattern, with cardinal direction
    - Going around or on the go
    - 45-to-downwind.

23. C-172S SKYHAWK GUIDANCE

- G1000Training:
    - CFIs who are hired without knowledge of the G1000 are required to accomplish training as part of their Louisiana Tech CFI indoc training. This training will consist of:
        - Fill out a copy of the Garmin Integrated Flight Deck Pilot's Training Guide. This is an open-book test, corrected to 100%. The pamphlet has references to assist in finding the answers. Most answers are found in the G1000 Pilot's Guide, a .PDF copy of which can be found on each desktop computer in Tech Flight Operations.
        - Simulator instruction: Both in the seat and on the CFI console
        - The initial proficiency check will evaluate G1000 proficiency
    - Students:
        - Prior to solo, will complete the *GARMIN Integrated Flight Deck Pilot's Training Guide,* and review the pamphlet with their instructors.
        - Instructors will annotate their students' training folders appropriately, indicating completion.
        - The questions in the training guide have, in most cases, been annotated with references to assist the student in finding the answers. The GIFD PC-based simulator and a .PDF of the GIFD Pilot's Guide are available on all the computers at Tech Flight Ops. Students will see the Administrative Coordinator for a paper copy of the training guide.
- No food and drink in the aircraft, water only
- Pilots without an instrument rating are restricted to VMC unless they have a CFI on board.
- Do not change system settings within the G1000 system. We prefer to keep things standardized. Do not change the MFD to "north up" view.
- For the angle of attack warning system (on dashboard left of the magnetic compass) other than intentional slow flight, stalls, chandelles, the lights of this should show green. The device "growls/clicks" when the airplane achieves an excessive angle of attack. It also makes this sound during its start-up self-test. This is not a malfunction.
- The pilots' seatbelts contain airbags. Pilots will ensure that the seam of the pouch containing the airbag faces front when in use. Fastening the seat belt's buckle arms the air bag. Pilots will <u>not</u> fasten the seat belts with the seat empty.
- Pilots will avoid touching the PFD and MFD screens with their fingers. This may damage them. If the screens need cleaning use the Ativa screen cleaning wipes.

- Cessna does not recommend opening circuit breakers (CBs) to simulate failures. This is because a CB is not a switch and is not intended to be opened and closed repeatedly. Failures will be simulated by manually dimming the PFD and/or MFD. Use the procedures found.
- The following three scenarios will be trained:
    - Loss of ADC *and* AHRS. Dim the PFD; use backup flight instruments. GPS, MFD, and moving map remain available. Fly the instrument approach using backup instruments and moving map. Autopilot is not available. DPEs will almost certainly test this.
    - Loss of PFD *or* MFD. Use reversionary mode (red button) and completely dim one or the other display. Approaches can be flown in this configuration without the moving map. DPEs may or may not test this.
    - Recovery from Unusual Attitudes. Loss of the PFD *and* MFD cannot be simulated in the aircraft without pulling CBs. This scenario represents a severe emergency—loss of all electricity due to multiple failures, or perhaps, fire. It should be practiced only in the AATD, with the student demonstrating only climbs, descents, compass turns, and (especially) unusual attitude recoveries. In the aircraft, practice unusual attitude recoveries with and without the PFD. DPEs may test in either configuration.
    - For approaches, CFIs will document in Talon/ETA which malfunction was practiced (‘a’ or ‘b’ above,) on the “Approach with loss of primary instruments” item.
- Skyhawk Seats: When adjusting the pilot seats, avoid abrupt motions both fore/aft and recline directions. The seat stops should not be hit with any force. If a pilot seat is resistant to motion, report it on a maintenance discrepancy form. Rear seat passengers will enter and exit the rear passenger compartment entirely without touching either pilot seat. Most especially, do not pull on the top or upper edges of either pilot seat. If needed, front seat pilots will assist passengers exiting the rear by physically offering them a hand.
- Skyhawk Cabin Air Control Knobs: Do not attempt to force the knob CABIN AIR push-pull knob beyond its limit of travel (which is only about one inch.) This can damage the control cable. If the knob is difficult to move, it is probably already broken or damaged. Do not attempt further use of it; write it up on a maintenance discrepancy form.
- Skyhawk Throttle Idle Stop: Do not apply heavy aft force when moving the throttle control to the idle position. Such action can damage the nylon/plastic idle stop bushing on the fuel servo unit.

24. PIPER PA-28R-201 ARROW GUIDANCE

- The Arrow, despite the -201 suffix, is not a high-performance airplane as defined by 14 CFR 61.31(f). Its rated horsepower is exactly 200, not “more than.”
- The Arrows are not G1000-equipped. Instead, they are Garmin 500-equipped, having GDU620 PFD/MFD screens and dual GTN650 NavCom units. The NavCom/GPS units have touch screens. It is “normal” for GTN #2, the lower NavCom radio to lack the terrain database. While these units share some architecture with the G1000,

practice is still warranted. Training software is available on the computers in the flight planning room.

- Aircraft, General
    - The airworthiness and registration certificates are located in a clear plastic forward-facing pocket behind the pilot's seat.
    - Unlike the Skyhawk, the fuel selector has not "BOTH" position
    - The aircraft has two keys. The larger opens the cockpit door, while the smaller is for the ignition.
    - The aircraft have after-market straps for securing the flight controls after each sortie
    - The pitot mast covers are not used, as the design does not allow them to remain installed when the wind is blowing. Pilots will closely check for obstructions in the openings in the pitot masts, prior to flight.
    - When not in use, the fuel check cup will be stored in the rear pocket of the right rear seat—not in the tackle box.
    - The stabilator is to be manually moved to the full "up" position and drained of water, prior to flight.
    - The edges of the baggage door are sharp enough to cut. Personnel will not transit in/out of the cockpit door with the baggage door in the secured-up position.
    - The cockpit door has two latches. Both will be secured before, during, and after flight.
    - The mixture lever has a safety lock, which is intended to prevent inadvertent engine shutdown. The lock must be retracted for proper leaning at altitude.
    - Parking brake and wing flap operations are completely different to a Cessna. Review these systems in the Information Manual and practice the way these handles move in a static airplane. Serious cautions apply to these items, as follows. For the parking brake to set properly, the toes brakes must first be released. Be alert to the aircraft moving when attempting to set the brake. Pilots must use extreme caution during flap retraction, paying close attention to airspeed when going from 25 degrees flaps to 10 degrees during initial climb out or, most especially, when executing a go-around.
    - The anti-collision light switch has three positions. The "FIN" is for ground operations, the white strobes are for flight. The landing light will not be used during daytime. The wingtip recognition lights should be sufficient.
    - Pilots will allow two full seconds for idle-to-full power throttle movements. This is per the engine manufacturer. Failure to comply will result in RPM excursions and a "zoom" sound; these are not good for the engine.
    - In the "Climb" portion of the "Amplified Normal Procedures", the manual specifies that the electric fuel pump is to be turned off "when reaching the desired altitude." Tech pilots will take this to mean above 1,000' AGL. For repeated patterns/landings, just leave it on.
    - The cockpit has virtually zero storage locations for pilot personal items. Plan accordingly, as far as cockpit organization.

- Pilots will refrain from setting any objects whatsoever atop the wings of the airplanes, and will refrain from handing tools, such as the tow bar, over the top of the wing.

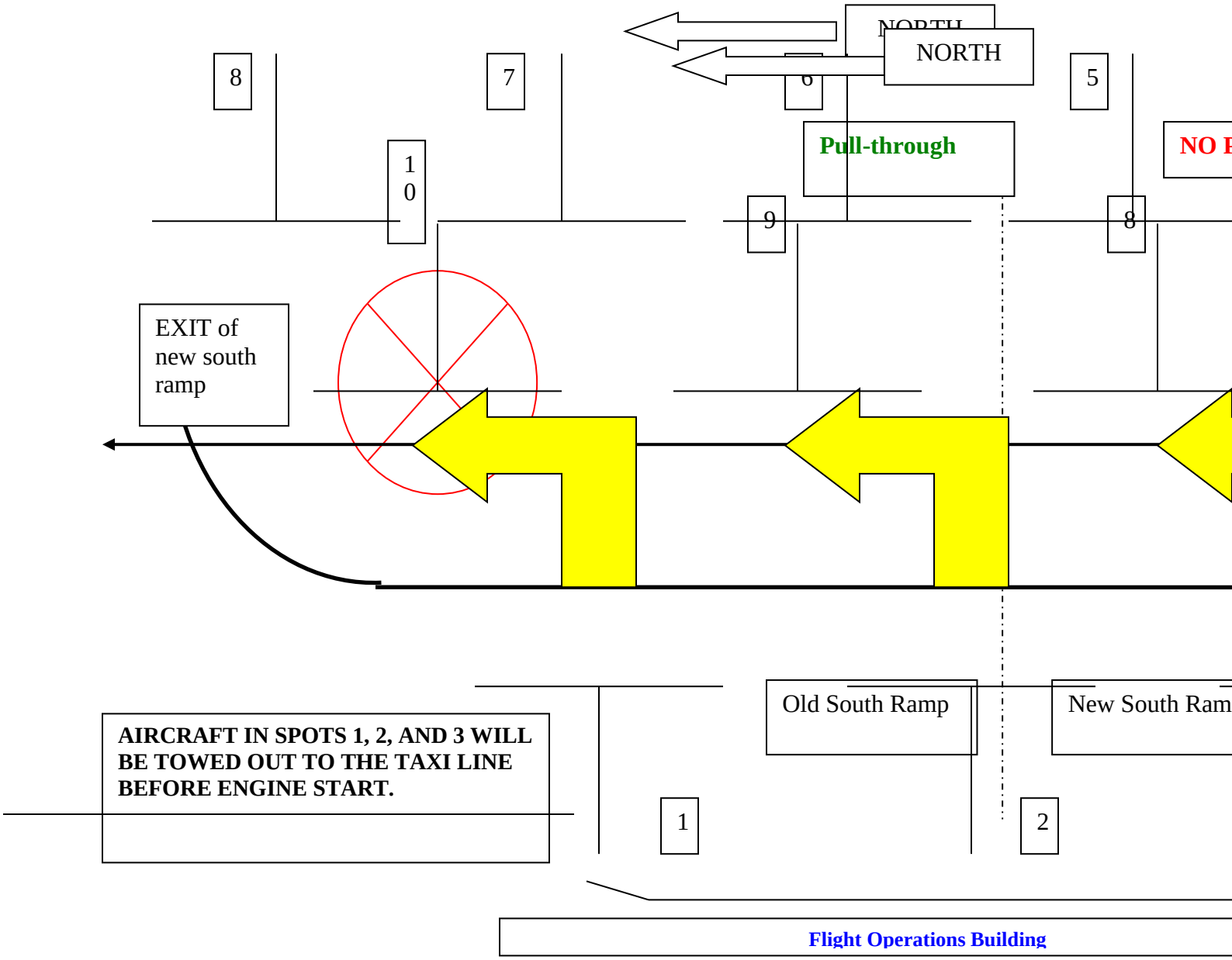
25. CREW REST AND FLIGHT DUTY TIME

- Duty Time:
  - Tech pilots' *flight duty* is regulated. Flight duty begins at the scheduled start time of any academic, flight, device, ground training, or student work activity, and runs to the individual's final flight activity Ramp In time. pilots operating Tech aircraft will not exceed 12 hours consecutive hours of flight duty in one day.
  - If an individual operates in other aircraft, flight duty that time also counts toward the flight duty time.
  - Dispatcher duty <u>preceding</u> flying <u>is</u> considered flight duty. So, for example, dispatchers will not open Flight Ops at 0700L and then fly past 1900L. Dispatcher duty following flying is <u>not</u> flight duty. However, the crew rest rules below would still apply.
- Crew Rest:
  - Pilots will not show up at Tech Flight Operations for any flight activity less than 10 hours from the completion of the previous day's final academic, flight, sim, ground training, or student work activity. "Completion of the previous day's final activity" means exiting Davison Hall or Tech Flight Operations. In the case of off-station or non-Tech flying, it means leaving the FBO.
  - Tech pilots who are obligated to report for academic, sim, ground training, or student work activities less than 10 hours from completion of the previous day's final activity are considered "out of crew rest" and will not fly that day. Regaining crew rest requires another 10 hours minimum after the last activity that day or until 0700L the following day, whichever is later.
  - CFIs will have at least one full day (24 hours) without flight activities per fourteen days.

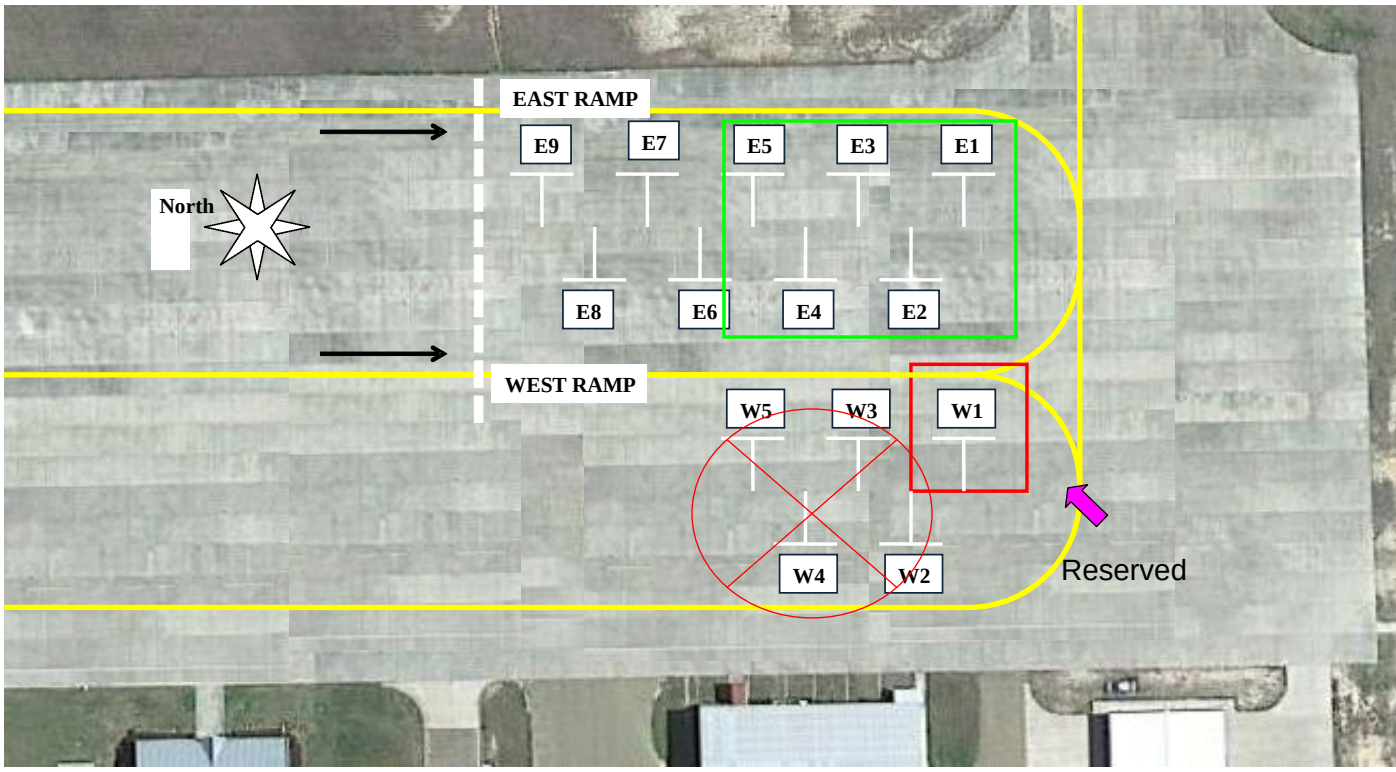
APPENDIX 1

LOUISIANA TECH RAMP CONFIGURATION
UPDATE ONCE CONSTRUCTION IS COMPLETE
New South Ramp Diagram.

Note: Spots 9 and 10 are on the old South Ramp, directly north of Spot 8.



KRSN Ramp Overview



APPENDIX 2
LOUISIANA TECH UNIVERSITY FLIGHT DEVIATION REPORT

Date _____ Aircraft N _____ Serial #_____
Name of PIC _____ Name of Witness _____
Street Address _____ Street Address_____
City, State _____ City, State _____
Phone # _____ Phone # _____
E-mail _____ E-mail _____

Brief Report of Incident:

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Chief Instructor Notes:

_____
_____
_____
_____
_____

APPENDIX 3

RUN UP AREAS