

Standard Operating Procedures

Revision 8

20 January 2023

Forward

The purpose of this manual is to promote the safety, quality of training, standardization, and cooperation between the Community College of Beaver County and its flight school affiliates. It will also be used as an introduction to new students and instructors as a guide and walkthrough as they are introduced into their new flight training environments. The manual also provides a system to monitor the progress of new pilots into the system. This manual will be used in accordance with the Community College of Beaver County's School of Aviation Student Guidelines as published by the aviation director. After completion of the indoctrination training, both the student and instructor will be responsible for signing off that they have read, understood, and will abide by all flight and ground school procedures.

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FAA Approved

Principal Operations Inspector
Allegheny FSDO EA-03

List of Revisions

Revision 8 (January 20th, 2023)

- Edited SOP content page 1.9 for the removal of Talon ETA and the addition of Flight Schedule Pro for electronic record keeping.
- Removed Aces from page 1.3 ramp operations.
- Added SAS (Safety Assurance System) Data Collection Tool content to include
 - Required Personnel
 - Training Center Requirements
 - Flight Staff Training
- Created Appendix A and B to include required documentation of initial and recurrent instructor proficiency test forms
- Updated all pages to reflect being part of revision 8

FAA Approved

Principal Operations Inspector
Allegheny FSDO EA-03

Student Pilots (Solo)

- A student pilot may not operate an aircraft solo unless they have flown within the preceding 14 days.
- An instructor must approve each flight.
- All operations must be from approved hard surface runways that are at least 3000ft long and 50ft wide.
- Cross country flights must depart with full fuel tanks and must be on the ground 1 hour before sunset.
- For operations during limited braking action, braking conditions must be reported as good.

Private and Recreational Pilots

- A private or recreational pilot may not operate an aircraft solo or with passengers unless they have flown within the preceding 30 days.
- An instructor must approve each flight.
- All operations must be from approved hard surface runways that are at least 3000ft long and 50ft wide.
- Cross country flights must depart with full fuel tanks and must be on the ground 1 hour before sunset.
- For operations during limited braking action, braking conditions must be reported as good.

Instrument and Commercial Pilots

- An instrument or commercial pilot may not operate an aircraft solo or with passengers unless they meet CFR-14 Part 61.57.
- An instructor must approve each flight. All operations must be from approved hard surface runways that are at least 3000ft long and 50ft wide.
- For operations during limited braking action, braking conditions must be reported as good.

Aviation Safety Reporting System (ASRS) (Forms can be obtained from Flight Operations)

- In the event of an aircraft incident or unintentional violation of FAR's, a NASA Form should be filled out and sent to:
NASA Aviation Safety Reporting System
Post Office Box 189
Moffett Field, California 94035-0189

WEATHER MINIMUMS**Dual Flights**

Operation	Visibility	Ceiling	Max Wind	Max X-Wind	Max Gust Factor
Pattern	3 s.m.	1,600 feet	25 knots	15 knots	10 knots
Local	5 s.m.	2,300 feet	25 knots	15 knots	10 knots
X-Country	6 s.m.	3,000 feet	25 knots	15 knots	10 knots
Night	5 s.m.	2,300 feet	25 knots	15 knots	10 knots
IFR	2 s.m.	1,000 feet	25 knots	15 knots	10 knots

Note: *Flight in conditions outside of the above minimums must be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.*

Student Pilots (Solo)

Operation	Visibility	Ceiling	Max Wind	Max X-Wind	Max Gust Factor
Pattern	3 s.m.	1,800 feet	10 knots	8 knots	5 knots
Local	7 s.m.	2,500 feet	10 knots	8 knots	5 knots
X-Country	7 s.m.	3,000 feet	10 knots	8 knots	5 knots
Night	10 s.m.	3,500 feet	10 knots	8 knots	5 knots

Note: *Flight in conditions outside of the above minimums must be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.*

Private Pilots w/o an Instrument Rating

Operation	Visibility	Ceiling	Max Wind	Max X-Wind	Max Gust Factor
Pattern	3 s.m.	1,600 feet	20 knots	10 knots	5 knots
Local	5 s.m.	2,300 feet	20 knots	10 knots	5 knots
X-Country	6 s.m.	3,000 feet	20 knots	10 knots	5 knots
Night	10 s.m.	3,000 feet	20 knots	10 knots	5 knots

Note: *Flight in conditions outside of the above minimums must be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.*

Instrument and Commercial

Operation	Visibility	Ceiling	Max Wind	Max X-Wind	Max Gust Factor
Pattern	3 s.m.	1,600 feet	23 knots	13 knots	8 knots
Local	5 s.m.	2,300 feet	23 knots	13 knots	8 knots
X-Country	7 s.m.	3,000 feet	23 knots	13 knots	8 knots
Night	5 s.m.	2,300 feet	23 knots	13 knots	8 knots
IFR	2 s.m.	1,000 feet	23 knots	13 knots	8 knots

Note: *For flight in conditions outside of the above minimums must be approved by the Chief Flight Instructor or Assistant Chief Flight Instructor.*

Ramp Operations

- The primary locations for ground operations on the Beaver Airport are at the east T-hangars and the main ramp located in front of the tower.
- During all times aircraft are required to use either the strobe or anti-collision lights from startup to shutdown.
- Pilots are to use caution to not prop blast or perform engine run up next to the hangars.
- If an aircraft needs assistance in starting, auxiliary power is to be used by trained Moore Aviation personnel only.
- Hand propping is strictly prohibited.
- At all times when on the ramp, running aircraft are to be given a 10ft safety area.
- In case of an animal on the ramp or any other emergency, all aircraft are to shut down immediately and will be permitted to resume operations when the issue is resolved.
- When aircraft are left unattended, they are to be tied down or chocked at all times.

Fueling and Fire Procedures

- Fuel is to be furnished by Moore Aviation, Inc. or as approved by the chief instructor.
- Smoking is prohibited on the ramp and/or within 50ft of aircraft refueling.
- Fuel may only be dispensed by trained Moore Aviation, Inc. personnel.
- In case of an emergency, fuel shutoff switches are located at the card reader at the fuel farm and at the south side of the Moore Aviation hangar.
- In case of a fire on the ramp, the emergency fuels cut off switches are to be pressed and fire extinguishers are located at the fuel farm and in the Moore Aviation hangar.
- Only Moore Aviation, Inc. personnel are to use the fire extinguishers.
- In the event of a fuel spill, all personnel will shut down any operating aircraft and equipment. All ramp personnel will then evacuate the immediate vicinity.
- Moore Aviation, Inc. uses a fuel cart that is operated as a mobile fuel farm. This unit will only be operated by Moore Aviation employees and all previously stated fire and spill procedures will be followed.

Practice Area

- Moore Aviation, Inc. uses a common practice area in which to conduct flight operations.
- Monitor and broadcast your location on 123.5 while in the practice area.
- The practice area boundaries are described as:

Northern Boundary - Youngstown TRSA, Interstate 80

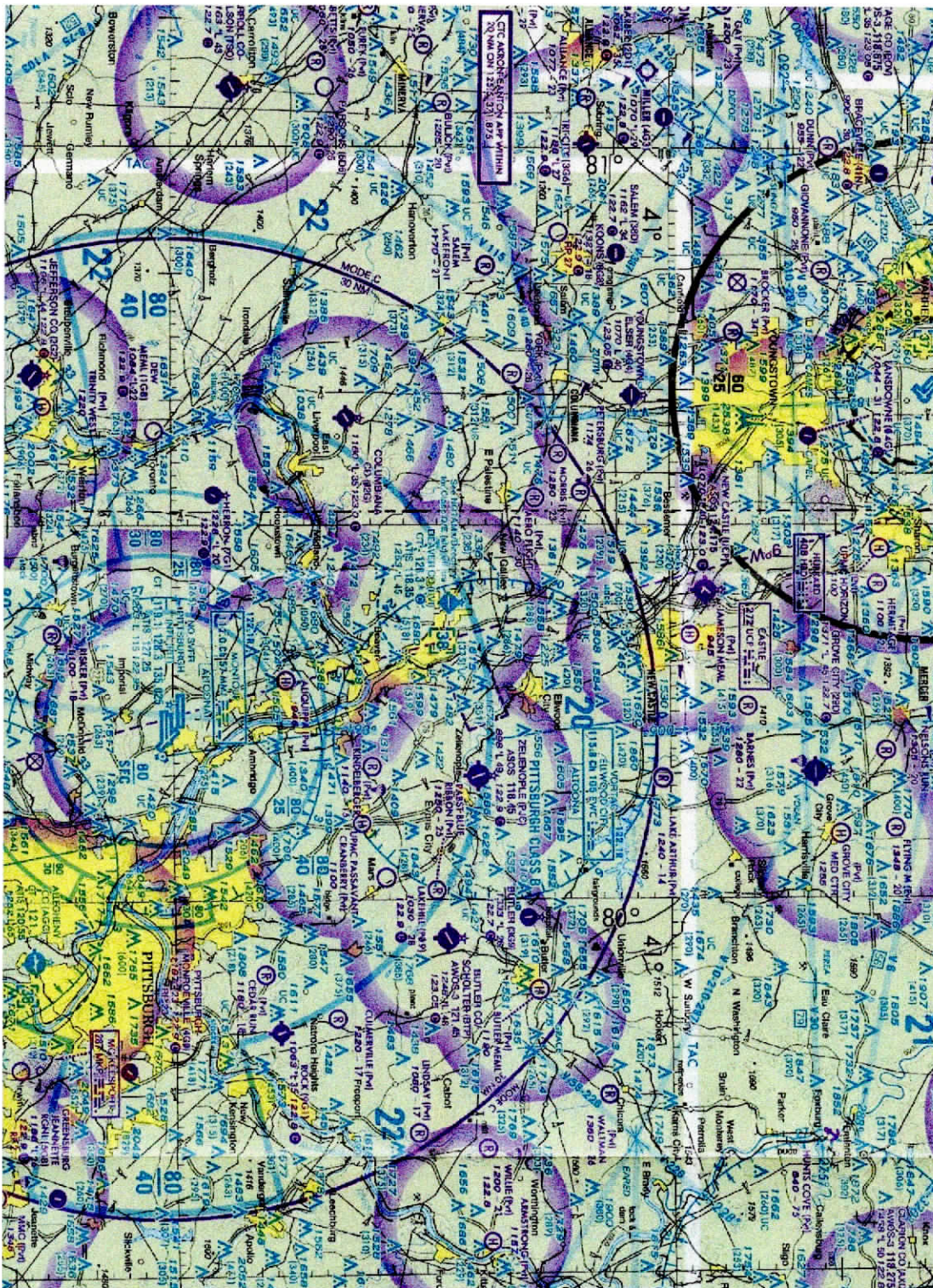
Southern Boundary – Pittsburgh Class B airspace, Beaver County class D surface area, Zelenople Airport

Eastern Boundary – Grove City (town), Slippery Rock (town), eastern edge of Lake Arthur, Butler Farm Show Airport, Butler County Airport.

Western Boundary – Route 11

Hazards – Parachute jumping at St. Petersburg Airport, parachute jumping and glider activity at Grove City Airport, Ellwood City VORTAC, final approach course for VOR 28 approach into Beaver County, localizer for the localizer 10 approach into Beaver County, localizer for the ILS 08 approach into Butler County.

For Reference ONLY



Practice Area Reference Map

Collision Avoidance

- Pilots must maintain continuous traffic surveillance both in flight and on the ground.
- Clearing turns should be performed before initiating flight maneuvers to ensure the area is free of conflicting traffic.
- Pilots are encouraged to monitor the appropriate communication frequencies for traffic activity at non-towered airports.
- When conducting operations within the designated practice area monitor and broadcast your position on the frequency 123.5.
- Pilots are to **see and avoid** other aircraft and maintain at least a 1 mile separation from all aircraft.

Minimum Altitude and Simulated Engine out Limitations

- All single-engine airplane operating maneuvers shall be conducted to enable a recovery at or above 1500' AGL except for ground reference and emergency training.
- Simulated engine out training is to be restricted to within 500' AGL of the surface unless it is to be done to a hard surface runway in which a full stop landing is permitted.
- All multi-engine airplane operating maneuvers shall be conducted to enable a recovery at or above 3500' AGL if shutting down an engine, except for simulated engine failure or simulated emergency descent.
- When shutting down an engine, aircraft must be in a position where a safe landing at a suitable airport can be readily accomplished.

Spins and Other Aerobatic/ Prohibited Maneuvers

- Spins may only be conducted for training towards a license or rating.
 1. A qualified flight instructor must be onboard for spins.
- All other aerobatic maneuvers are strictly prohibited.
- Flybys and the buzzing of buildings, houses, structures, persons, vessels, vehicles, or property are strictly prohibited.
- Formation flying is strictly prohibited.
- Flights in known or forecasted icing conditions are strictly prohibited.
- Reckless or careless operation of any aircraft is strictly prohibited and is grounds for suspension from flight privileges.

Grass Runway Operations

- All grass runways are prohibited unless the Chief Instructor or Assistant Chief Instructor of the appropriate flight school approves them.
- Grass field operations are only to be conducted when an authorized instructor is aboard the aircraft.
- Prior to seeking approval the following should be accomplished:
 1. Runway information
 2. Short field take-off and landing performance data
 3. Weight and balance
 4. Fuel reserves
 5. 50% additional margin for takeoff and landing is required for approval
 6. Contacting airport manager regarding field conditions as appropriate

Note: Prior to landing a low approach shall be made to evaluate grass length, water contamination, and obstructions. If the conditions are not consistent with the planned circumstance, a landing shall not be made. Use extreme caution.

Fuel Reserves for Local and Cross Country Flights

The following are minimum fuel reserves required for local and cross country flights:

- At least one hour fuel reserve must be planned for each flight.
- For IFR flights, there must be enough fuel to fly to the first point of intended landing, fly to an alternate airport (if required), and fly for one hour after.

Note: The only exception to the minimum fuel reserves is spin training and cross country training.

Mountain Flying

- Solo flight or dual instructional flights are not permitted to be conducted over the mountains with ridges obscured or at night in a single engine aircraft.
- The only operations that will be permitted will be pilots that hold at least a private pilot license with an instrument rating.
- Solo flights will not be permitted east over any portion of the mountains during VFR daylight hours without the specific prior approval of the Chief Instructor or Assistant Chief Instructor of the overseeing flight school.

Re-dispatch After Un-programmed Landing

The following steps need to be followed if you land at airports or locations other than listed on your flight dispatch release form:

Landing at an airport that is not listed on the dispatch form:

1. Contact the appropriate flight school of the reason for the un-programmed landing.
2. A flight instructor will need to issue re-dispatch instructions before resuming flight for all student pilots.
3. If you hold at least a private pilot certificate, you can resume flight after notifying the appropriate flight school of the un-programmed landing, assuming there was no emergency that necessitated the un-programmed landing.

Abnormal Landings:

1. The flight shall be terminated; do not make an attempt to takeoff from an unimproved location.
2. Secure the aircraft as best as the situation allows and contact the appropriate flight school for further instructions.

In cases of mechanical or medical emergencies:

1. Once your safety and the safety of your passengers is ensured, secure the aircraft as best as the situation allows and contact the appropriate flight school for further instructions.
2. Terminate the flight and do not attempt further flight.

Aircraft Discrepancies and Return to Service Determinations

- Aircraft discrepancies shall be reported to Dispatch as soon as possible.
- All discrepancies will be documented in the squawk sheet located in the aircraft dispatch binder.
- Discrepancies observed during preflight shall be reported before leaving the ramp to Dispatch. All discrepancies will be documented in the squawk sheet located in the aircraft dispatch binder.
- Discrepancies discovered during flight shall be documented in the squawk sheet located in the aircraft dispatch binder and notify Dispatch.
- If a serious discrepancy develops during a local flight, return to the base airport immediately and notify Dispatch. All discrepancies will be documented in the squawk sheet located in the aircraft dispatch binder.
- If a serious discrepancy develops during a cross-country flight, immediately land at the nearest suitable airport you can safely navigate to and call Dispatch. All discrepancies will be documented in the squawk sheet located in the aircraft dispatch binder.
- Aircraft that have reported discrepancies will only be released for flight after inspection and authorization from qualified maintenance personnel. Corrective action must be documented on the squawk sheet located in the aircraft dispatch binder.

Aircraft Accident and Incident Reporting and Actions

Following an accident or incident, the student pilot or CFI **MUST** contact a member of Moore Aviation management staff at [\(724\) 843-4800](tel:7248434800) as soon as practical. Moore Aviation personnel will notify the Allegheny FSDO or FAA Regional Operations Center (404-305-5150) as soon as possible, and will handle media relations and announcements. It is strongly encouraged that each pilot carries a mobile phone on every flight.

After any occurrence, incident, or accident in which the airplane may have sustained any damage, the student pilot or CFI **MUST** notify Moore Aviation operation personnel. The Moore Aviation operations person will coordinate with Moore Aviation Maintenance who must designate a mechanic to perform a thorough inspection of the airplane to ensure that no damage exists which could impede safety of flight. Prior to release for flight or returned to service, the airplane log book **MUST** be signed by a qualified & certified mechanic stating that the aircraft is safe for flight or that a ferry permit is required and has been issued by the FAA.

Under no circumstances will a student pilot or instructor pilot make the determination of airworthiness of a Moore Aviation airplane after a disruption of flight caused by an occurrence, incident, or accident that results in damage to the airplane.

Maintenance Department

Moore Aviation has an in-house maintenance department. Anyone with a need to see the aircraft logbooks may gain access by asking an employee of Moore Aviation. Aircraft logbooks are available to the public with the restriction that they are not to leave the building without the approval of the Director or Maintenance or the Chief Instructor.

Scheduled maintenance is also tracked for quick reference on the cover each aircraft binder. Maintenance issues also called “squawks” or “write-ups,” are also tracked in each aircraft binder.

If a pilot finds an issue, he or she fills out the appropriate information in the aircraft binder, including pilot name, date, and a description of the issue. Once an airplane is written up as such, it is down for maintenance, and may not be flown until the squawk is checked by maintenance and signed off as airworthy.

Only the qualified & certified mechanic can make the airworthy decision and return the airplane to service.

Electronic Records Keeping

- All flight school student records, syllabi, and flight logs will be recorded and maintained by Flight Schedule Pro.
- All Moore Aviation, Inc. instructors will be trained in the usage of the Flight Schedule Pro system by the chief or assistant chief instructor's during their initial qualification ride.
- All students enrolled through Moore Aviation, Inc. will receive their own personal password before proceeding into the system. No user, including the software company, has access to that person's password.
- Flight Schedule Pro is used with our approved Jeppesen Syllabi for maintaining 141 flight training minimums.
- All users will be issued a graduation certificate upon completion of the corresponding course.

Required Personnel

- Moore Aviation management personnel vet all CFI candidates through a hiring process administered by the Chief of Assistant Chief Pilots.
- All CFI candidates are required to have a CFI with an added instrument rating in order to be eligible to work as a 141 certified instructor.
- All flight instructor staff are required to pass a yearly proficiency test with the Chief or Assistant Chief Pilots. Check instructors are allowed to administer the evaluation only with approval from the Chief Pilot.
- All proficiency tests, both initial and recurring, will be documented on the appropriate forms found in Appendix A and B by the approved instructor who administered the test. This stands as the official documentation of the proficiency test, and the Chief Pilot holds the responsibility for all documentation of proficiency checks.
- To be eligible for the Chief Pilot position, all applications must meet the requirements of FAR 135.35 and must show proof of experience before the hiring process.
- Chief/Assistant Chief Pilots and check instructors are required to administer and evaluate all instructor proficiency tests, student stage checks, and student end of course checks in order to ensure quality of flight training.
- The Chief and Assistant Chief Pilots must adhere to FAR 141.85 and make contact information available to students and flight staff.

Training Center Requirements

- Moore Aviation operates at 7 Piper Street, Suite 2, Beaver Falls, PA 15010 and maintains a mailing address at the facility of operations.
- Moore Aviation must adhere to FAR 141.19 and publicly display and make available its flight school certificate.
- Moore Aviation must adhere to FAR 141.23 when advertising to the general public.
- All flight training files are to be maintained and stored only by Moore Aviation instructor staff.
- There is to be no unauthorized access to Moore Aviation flight training records and all other access is strictly prohibited.

- Moore Aviation operates primarily out of the Beaver County Airport, which is maintained by the Beaver County Airport Authority.
- All students enrolled through Moore Aviation must meet the Aviation English Language Standard (AELS). Students that do not meet this standard will be referred to the local FSDO for further evaluation as per AC 60-28B 6.6.
- Moore Aviation publicly displays its flight school certificate to ensure all flight training recipients are able to view what ratings and licenses are available for flight training.
- Flight school management staff is required to follow FAR 141.27 for 141 flight school renewal practices.

Flight Staff Training

- The Chief/Assistant Chief Pilots and approved Check Instructors are required to follow FAR 141.79 in following yearly training for all flight staff.
- All flight staff must complete a flight in each make/model of aircraft in order to be eligible to provide 141 flight training.
- After completion of initial/recurrent flight training, all staff must have the forms found in Appendix A and B filed with the school as appropriate, documenting the completion of flight training and the administering of the objectives and standards for the courses to be taught.

Letter of Acknowledgement

I have read and understand the contents of the standard operating procedures and will abide by all its rules and policies. I have a copy of the narrative in my possession. I will conduct myself in a professional manner as to promote CCBC and its flight schools to better the aviation community.

Student Name/ Signature: _____

Instructor: _____

Date: _____

Flight School: _____

Approved Flight School Number: _____

Appendix B



Recurrent Proficiency Check

Revision 8: January 20, 2023

Instructor Name

Make and Model/Tail Number

Date of Check

Personal Documents:

<u>CFI Certificate:</u>	<u>Photo ID:</u>	<u>Medical:</u>
<input type="checkbox"/> Verified in FSP	<input type="checkbox"/> Verified in FSP	<input type="checkbox"/> Verified in FSP
<input type="checkbox"/> Expiration: _____	<input type="checkbox"/> Expiration: _____	<input type="checkbox"/> Expiration: _____

Maneuvers and Tasks:

<input type="checkbox"/> Checklist Usage and Flow Patterns	<input type="checkbox"/> Runway Incursion Avoidance	<input type="checkbox"/> Practice Area Position Reports
<input type="checkbox"/> Radio Calls/ATC Compliance	<input type="checkbox"/> Collision Avoidance	<input type="checkbox"/> Situational Awareness

In addition to those listed above, Moore Aviation, Inc.'s Chief Flight Instructor will designate maneuvers to each individual instructor as they see fit. The additional maneuvers completed for this Proficiency Check are listed below:

By signing below, I verify that the flight instructor listed above has met all requirements of 14 CFR 141.79, and is qualified to teach any Recreational, Private, Instrument, Commercial, and CFI courses in each make/model offered by Moore Aviation, Inc. for the next 12 calendar months.

Check Instructor

Date